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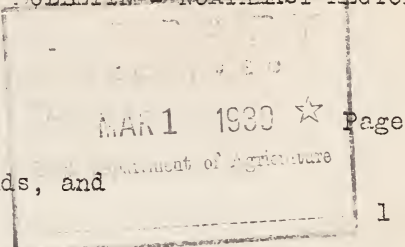


United States Department of Agriculture
Agricultural Adjustment Administration

1939 AGRICULTURAL CONSERVATION PROGRAM BULLETIN - NORTHEAST REGION

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1939 AGRICULTURAL CONSERVATION PROGRAM
NORTHEAST REGION

Section I. Authority, Availability of Funds and, Applicability

A. Authority. Pursuant to the provisions of the 1939 Agricultural Conservation Program Bulletin, issued by the Secretary of Agriculture, and the authority vested thereby in the Agricultural Adjustment Administration, payments and grants of aid will be made in the Northeast Region for participation in the 1939 Agricultural Conservation Program. This participation shall be in accordance with the provisions of this bulletin and such modifications thereof or other provisions as may hereafter be made. There are included in this bulletin all the provisions of said 1939 Agricultural Conservation Program Bulletin which are applicable to the Northeast Region. There are also included certain of the determinations authorized in said 1939 Agricultural Conservation Program Bulletin to be made by the Administrator or the Director of the Northeast Division.

B. Availability of Funds. The provisions of the 1939 program are necessarily subject to such legislation affecting said program as the Congress of the United States may hereafter enact and the making of the payments and grants of aid herein provided are contingent upon such appropriation as the Congress may hereafter provide for such purpose. The amounts of such payments and grants of aid will necessarily be within the limits finally determined by (1) such appropriation, (2) the apportionment of such appropriation under the provisions of the Soil Conservation and Domestic Allotment Act, as amended, and (3) the extent of national participation. As an adjustment for participation, the rates of payment and deduction with respect to any commodity or item of payment may be increased or decreased by as much as 10 percent.

C. Applicability. The provisions of the 1939 program are not applicable in the Northeast Region to (1) counties for which special agricultural conservation programs under the Soil Conservation and Domestic Allotment Act are approved for 1939 by the Secretary, and (2) public domain of the United States, including land owned by the United States and administered by the Forest Service of the United States Department of Agriculture, and other lands in which the beneficial ownership is in the United States.

Section II. Definitions

For the purposes of the 1939 program unless the context otherwise requires:

A. Officials.

1. SECRETARY means the Secretary of Agriculture of the United States.
2. ADMINISTRATOR means the Administrator of the Agricultural Adjustment Administration.

3. REGIONAL DIRECTOR means the director of the Northeast Division, the division of Agricultural Adjustment Administration in charge of the 1939 Agricultural Conservation Program in the Northeast Region.
4. STATE COMMITTEE means the group of persons designated within any State to assist in the administration of the 1939 program in such State.
5. COUNTY COMMITTEE means the group of persons elected within any county to assist in the administration of the 1939 program in such county.

B. Areas.

1. NORTHEAST REGION means the area included in the States of Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.
2. COMMERCIAL POTATO-PRODUCING AREA means counties designated by the Administrator as counties normally producing substantial quantities of potatoes for market. The entire Northeast Region is included in this area.
3. COMMERCIAL VEGETABLE-PRODUCING AREA means Connecticut, Massachusetts, New Jersey, New York, Pennsylvania, Rhode Island, and Cumberland County, Maine.

C. Farms.

1. FARM means all adjacent or nearby farm land under the same ownership which is operated by one person, including also:
 - (a) Any other adjacent or nearby farm land operated by the same person (as part of the same unit with respect to the rotation of crops and with workstock, farm machinery, and labor substantially separate from that for any other land) the inclusion of which is requested or agreed to, within the time and in the manner specified by the Agricultural Adjustment Administration, by the operator and all the owners who are entitled to share in the proceeds of the crops on any of the land to be included in the farm, and

- (b) Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops;
- (c) Provided, That land defined under (a) and (b) above and not under the same ownership shall be included in the same farm only if the county committee determines that:
 - (1) There is one crop rotation system on the entire area of land;
 - (2) The yields and productivity of the different ownerships do not vary substantially;
 - (3) The combination is not being made for the purpose of increasing acreage allotments or primarily for the purpose of effecting compliance; and
 - (4) The several ownership tracts constitute a farming unit for the operator and will be regarded in the community as a farm in 1939.

A farm shall be regarded as located in the county or administrative area, as the case may be, in which the principal dwelling is situated, or if there is no dwelling thereon, it shall be regarded as located in the county or administrative area, as the case may be, in which the major portion of the farm is located.

- 2. NON-WHEAT-ALLOTMENT FARM means (a) a farm in New York or Pennsylvania for which a wheat acreage allotment of 8 acres or less is determined and the persons having an interest in the wheat planted on the farm elect, in accordance with instructions issued by the Agricultural Adjustment Administration, to have such farm considered as a non-wheat-allotment farm; or (b) a farm in any other State in the Northeast Region on which less than 100 bushels of wheat are normally produced for market.

D. Crops and Land Uses.

- 1. ACREAGE PLANTED TO WHEAT means (a) any acreage of land planted to wheat (except when such crop is seeded in a mixture containing less than 50 percent by weight of wheat, or containing 25 percent or more by weight

of rye, winter barley, vetch, or Austrian winter peas, and the seeding mixture may reasonably be expected to produce a crop containing such proportions of plants other than wheat that the crop could not be harvested as wheat for grain or seed) which is on the farm on or after December 15, 1938; and (b) any acreage of land which is seeded to a mixture containing wheat but the crops other than wheat fail to reach maturity and the wheat is harvested for grain or hay.

2. ACREAGE PLANTED TO COMMERCIAL VEGETABLES means the acreage of land planted to annual commercial vegetables in 1939 and also the acreage of land from which perennial commercial vegetables are harvested in 1939.
3. COMMERCIAL VEGETABLES means the acreage of vegetables or truck crops of which the principal part of the production is sold to persons not living on the farm. This definition includes, among others, potatoes on farms where a potato acreage allotment is not established, sweetpotatoes, tomatoes, sweet corn, melons, cantaloupes, strawberries, and commercial bulbs and flowers, but excludes peas for canning and sweet corn for canning.
4. COMMERCIAL ORCHARDS means the acreage in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits on the farm on January 1, 1939 (excluding non-bearing orchards and vineyards), from which the principal part of the production is normally sold.

E. Miscellaneous.

1. PERSON means an individual, partnership, association, corporation, estate, or trust, and wherever applicable, a State, a political subdivision of a State, or any agency thereof.
2. LANDLORD OR OWNER means a person who owns land and rents such land to another person, or operates such land.
3. SHARECROPPER means a person who works a farm in whole or in part under the general supervision of the operator and is entitled to receive for his labor a share of a crop produced thereon or the proceeds thereof.
4. TENANT means a person other than a sharecropper who rents land from another person (for cash, a fixed commodity payment, or a share of the proceeds of the

crops) and is entitled under a written or oral lease or agreement to receive all or a share of the proceeds of the crops produced thereon.

5. CROPLAND means farm land which in 1938 was tilled or was in a regular rotation, excluding any land in commercial orchards.
6. NONCROP OPEN PASTURE LAND means pasture land (other than rotation pasture land) on which the predominant growth is forage suitable for grazing and on which the number or grouping of any trees or shrubs is such that the land could not fairly be considered as woodland.
7. ANIMAL UNIT means one cow, one horse, five sheep, or five goats, two calves, or two colts, or the equivalent thereof.

Section III. National and State Acreage Allotments and Goals

A. National Goals. The national goals in connection with the the 1939 program shall be:

1. The following acreages of soil-depleting crops:

Potatoes	3,100,000 to	3,300,000 acres
Wheat	55,000,000 to	60,000,000 acres
Tobacco ...		
Cigar filler and binder ..	85,000 to	90,000 acres
Flue-cured	860,000 to	900,000 acres
Burley	375,000 to	400,000 acres
Fire-cured and dark		
air-cured	160,000 to	170,000 acres
Georgia-Florida Type 62 ..	2,800 to	3,000 acres
Cotton	27,000,000 to	29,000,000 acres
Corn	94,000,000 to	97,000,000 acres
Peanuts	1,550,000 to	1,650,000 acres
Rice	850,000 to	880,000 acres

Total soil-depleting crops. 270,000,000 to 285,000,000 acres

2. The conservation of the cropland not required in 1939 for the growing of soil-depleting crops; the restoration, insofar as is practicable, of a permanent vegetative cover on land unsuited to the continued production of cultivated crops; and the carrying-out of soil-building practices that will conserve and improve soil fertility and prevent wind and water erosion.

B. National and State Acreage Allotments. National and State acreage allotments of soil-depleting crops will be established by the Secretary.

Section IV. County Acreage Allotments and Usual Acreages

A. County Acreage Allotments of Soil-Depleting Crops.
The Agricultural Adjustment Administration with the assistance of State committees and the approval of the Secretary shall establish county acreage allotments for wheat, tobacco, and potatoes as hereinafter set forth.

The potato, tobacco, and wheat acreage allotments for all counties in each State shall not exceed the respective acreage allotment established for the State by the Secretary except as otherwise provided in this bulletin.

1. Potato Acreage Allotments. County acreage allotments of potatoes shall be established by distributing the State acreage allotment of potatoes among the counties in the State on the basis of the acreage allotments established under the 1938 program.
2. Tobacco Acreage Allotments. County acreage allotments for tobacco shall be established by distributing the State acreage allotment of tobacco among the counties in the State on the basis of the acreage allotments established for such counties under the 1938 program, taking into consideration (a) allotments for small farms (b) trends in acreage, and (c) plant bed and other diseases.
3. Wheat Acreage Allotments. County acreage allotments of wheat shall be established by distributing the State acreage allotment of wheat among the counties in such State pro rata on the basis of the acreage seeded for the production of wheat, plus the acreage diverted under agricultural adjustment and conservation programs, in such counties during the ten years 1928 to 1937, inclusive, with adjustments for abnormal weather conditions and trends in acreage in accordance with a procedure approved by the Secretary.
4. Commercial Vegetable Allotments. In a designated commercial vegetable county, the sum of the commercial vegetable acreage allotments established for farms on which the average acreage of land planted to commercial vegetables in 1936 and 1937 was three acres or more shall not exceed the sum

of the average annual acreages of land planted to commercial vegetables on such farms in 1936 and 1937, except upon approval of the Administrator where it is found that the acreages grown in 1936 and 1937 were substantially reduced because of abnormal weather conditions.

B. County Usual Acreages

1. Usual Acreage of Wheat. The sum of the usual wheat acreages established for farms in a county in New Jersey or Maine for which wheat acreage allotments are not established and on which the normal acreages of wheat for harvest as grain or hay are more than eight acres shall not exceed the sum of the 1937 acreages of wheat harvested for grain or hay on such farms, except upon approval by the Administrator, where it is found that the 1937 acreage was not representative because of abnormal weather conditions or marked shifts in cropping practices in the county.
2. Usual Acreage of Corn for Grain. In any county the sum of the usual acreages of corn for grain established for farms on which potato, tobacco, or wheat acreage allotments are established and on which the normal acreages of corn for grain are more than eight acres shall not exceed the sum of the average annual acreages of corn harvested for grain and the acreages diverted from corn for grain on such farms during the years 1936, 1937, and 1938.

Section V. Acreage Allotments, Usual Acreages, and Soil-Building Goals for Individual Farms

The county committee, with the assistance of other local committees in the county, shall establish acreage allotments, usual acreage of wheat, corn, and commercial vegetables, and soil-building practice goals. These allotments and goals shall be determined in accordance with the provisions contained in this bulletin and instructions issued by the Agricultural Adjustment Administration.

A. Soil-Depleting Acreage Allotments. The potato, tobacco, and wheat acreage allotments established for all farms (including those not participating in the program) in a county shall not exceed the county potato, tobacco, and wheat acreage allotments, respectively. The sum of the potato, tobacco, and wheat acreage allotments established for farms participating in the 1939 program shall not exceed their proportionate share of the respective county potato, tobacco, and wheat acreage allotments.

1. Potato Acreage Allotments. A potato acreage allotment shall be established for each farm on which the acreage normally planted to potatoes is determined to be more than 3 acres. No potato acreage allotment shall be less than 3 acres. Potato acreage allotments shall be established on the basis of (a) good soil management, (b) tillable acreage on the farm, (c) type of soil, (d) topography, (e) production facilities, and (f) the acreage of potatoes customarily grown on the farm. The potato acreage allotment for any farm shall be comparable with the allotments for other farms in the same community which are similar with respect to such factors.
2. Tobacco Acreage Allotments. Acreage allotments of tobacco shall be established for farms on which tobacco was grown in one or more of the years 1935 to 1938, inclusive, and farms on which tobacco is to be produced in 1939 for the first time since 1934. They shall be determined on the basis of (a) past acreage and production of tobacco with due allowance for the effects of abnormal weather conditions and plant-bed and other diseases; (b) land, labor, and equipment available for the production of tobacco; (c) crop rotation practices; and (d) the soil and other physical factors affecting the production of tobacco. The tobacco acreage allotment for any farm on which tobacco was grown in one or more of the years 1935 to 1938, inclusive, shall be comparable with the allotments for other farms in the same community which are similar with respect to such factors. The allotment for any farm on which tobacco is to be produced in 1939 for the first time since 1934 shall not exceed 75 percent of the allotment for other farms in the same community on which tobacco was produced since 1934 which are similar with respect to (a) land, labor and equipment available for the production of tobacco; (b) crop rotation practices; and (c) the soil and other physical factors affecting the production of tobacco.
3. Wheat Acreage Allotments. Acreage allotments of wheat shall be determined for farms in Maine, New Jersey, New York, and Pennsylvania on which wheat has been planted for harvest in one or more of the years 1936, 1937, and 1938 on the basis of (a) tillable acreage, (b) crop rotation practices as reflected in the usual acreage of wheat on the farm or the ratio of wheat acreage to cropland in the community or in the county, (c) type of soil and (d) topography.

Not more than 3 percent of the county wheat acreage allotment shall be apportioned to farms in such county on which wheat was not planted for harvest in any one of the three years 1936, 1937, and 1938. Allotments for these farms shall be established on the basis of (a) tillable acreage, (b) crop rotation practices, (c) type of soil, and (d) topography.

Wheat allotments will be established for all farms in New York and Pennsylvania, except those for which the allotment determined for the farm is or would be 8 acres or less and the persons having an interest in the wheat planted on the farm elect at the time performance is checked to have such farm considered as a non-allotment farm with respect to wheat.

In New Jersey and Maine, wheat acreage allotments for 1939 will be established for all farms on which one hundred bushels or more are normally produced for market.

The wheat acreage allotment for any farm shall be comparable with the allotments determined for other farms in the same community which are similar with respect to the factors enumerated in the first paragraph of this subsection 3.

4. Commercial Vegetable Allotments. In commercial vegetable-producing areas a commercial vegetable allotment shall be established for each farm on which the average acreage of land planted to commercial vegetables in 1936 and 1937 was three acres or more. The commercial vegetable acreage allotment shall be the average acreage for 1936 and 1937 with adjustments for abnormal weather conditions and taking into consideration the tillable acreage on the farm, type of soil, and production facilities.

B. Usual Acreages of Wheat and Corn for Grain.

1. Wheat. Usual acreages of wheat shall be established for each farm in New Jersey and Maine for which a wheat acreage allotment is not established and on which the normal acreage of wheat for harvest as grain or hay is more than eight acres. This usual acreage of wheat shall be determined on the basis of the past acreage with due allowance for the effects of (a) abnormal weather conditions, (b) tillable acreage, (c) crop rotation practices, (d) type of soil, and (e) topography.

2. Corn for Grain. Usual acreages of corn for grain shall be established for each farm for which a potato, tobacco, or wheat acreage allotment is established and on which the usual acreage of corn for grain is more than eight acres. The usual acreage of corn for grain shall be determined on the basis of the average annual acreage of corn harvested for grain and the acreage diverted from the production of corn for grain during the years 1936, 1937, and 1938. Adjustments shall also be made for crop rotation practices.

C. Soil-Building Goal. The soil-building goal for any farm shall be two-thirds of the largest possible soil-building payment computed in Section VIII B

Section VI. Normal Yields

A. Normal Yields of Wheat, Tobacco, and Potatoes. The county committee, with the assistance of community committees in the county, shall determine for each farm for which a tobacco, potato, or wheat acreage allotment is established or a deduction is computed a normal yield for each such crop in accordance with the provisions of this section and instructions issued by the Agricultural Adjustment Administration.

1. Wheat.

- (a) Where reliable records of the actual average yield per acre of wheat for the years 1928 to 1937, inclusive, are presented by the farmer or are available to the committee, the normal yield for the farm shall be the average of such yields adjusted for trends and abnormal weather conditions in accordance with instructions issued by the Agricultural Adjustment Administration.
- (b) If for any year of the ten-year period 1928 to 1937, inclusive, reliable records of the actual average yield are not available or there was no actual yield because wheat was not planted on the farm in such year, the normal yield for the farm shall be the yield which, on the basis of all the available facts, including (a) the yield customarily made on the farm, (b) weather conditions, (c) type of soil, (d) drainage, (e) production practices, and (f) general fertility of the land,

the county committee determines to be the yield which was or could reasonably have been expected on the farm for such ten-year period.

- (c) The yields determined under paragraph (b) of this subdivision 1 shall be adjusted so that the average of the normal yields for all farms in the county (weighted by the wheat acreage allotments established for such farms) shall conform to the county average yield established by the Secretary.

2. Tobacco, and Potatoes.

- (a) The normal yield of tobacco, or potatoes, as the case may be, for any farm shall be the yield which may reasonably be expected from the land devoted to the production of the crop in 1939 with due consideration for (1) type of soil, (2) production practices, (3) general fertility of the land, and (4) the yield of such crop customarily made on the farm. The average yield for all farms in any county with respect to tobacco or potatoes shall not exceed the county average yield for the crop established by the Secretary.

Section VII. Soil-Building Practices

The soil-building practices listed in the following schedule shall count toward achieving the soil-building goal to the extent indicated therein, when such practices are carried out in 1939 in accordance with specifications issued by the regional director or by the State committee with the approval of the regional director. The specifications issued shall be such as to assure that the soil-building practice will be performed in workmanlike manner and in accordance with good farming practice for the locality.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward achieving the soil-building goal. If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward achieving the soil-building goal. Labor, seed, trees, and materials furnished to a State, a political subdivision of a State, or an agency thereof by any agency of the same State shall not be deemed to have been furnished by "a State..... agency" within the meaning of this paragraph.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

The rates listed below are the maximum rates allowable, and the credit for any practice included may be adjusted downward by the State committee with the approval of the Administrator.

Schedule of Soil-Building Practices

A. The rate of credit for each of the following practices in the amounts specified shall be 1 unit:

1. Application of 300 pounds of 16 percent superphosphate (or its equivalent 1/) to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, or permanent pasture. When phosphoric acid is used on a nurse crop which is harvested for grain, 32 pounds per acre will be deducted.
2. Application of 200 pounds of 50 percent muriate of potash (or its equivalent) to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, or permanent pasture.
3. Construction of 200 linear feet of standard terrace for which proper outlets are provided.
4. Reseeding depleted pastures with good seed of adapted pasture grasses or legumes--10 pounds of seed.
5. Application of one ton, air-dry weight, of straw or equivalent mulching material, excluding barnyard and stable manure, in commercial orchards.
6. Application of the following quantities of ground limestone or its equivalent in areas designated by the Administrator as areas in which the average cost of ground limestone to farmers is:
 - (a) Not more than \$2.00 per ton 2,000 lb.
 - (b) More than \$2.00 but not more than \$3.00 per ton 1,500 lb.
 - (c) More than \$3.00 but not more than \$5.00 per ton 1,000 lb.
 - (d) More than \$5.00 per ton 600 lb.

1/ 100 pounds of triple superphosphate furnished by the Agricultural Adjustment Administration as a grant of aid and containing not less than 45 percent available phosphoric acid shall be considered to be equivalent to 300 pounds of 16 percent superphosphate.

B. The rate of credit for each acre of the following shall be 1 unit:

1. Seeding biennial legumes, perennial legumes, perennial grasses (other than timothy or redtop) or mixtures (other than a mixture consisting solely of timothy and redtop) containing perennial grasses, perennial legumes, or biennial legumes (except alfalfa and permanent pasture mixtures qualifying under Practice C-1 or C-2).
2. Seeding winter legumes or annual sweet clover.
3. Green manure crops and cover crops (excluding any crop for which payment is allowed in 1939 under any other practice), of which a good stand and good growth is (1) plowed or disked under on land not subject to erosion, or if subject to erosion, such crop is followed by a winter cover crop, or (2) left on land subject to erosion or in orchards or on commercial vegetable or potato land.

C. The rate of credit for each acre of the following shall be 2 units:

1. Seeding alfalfa.
2. Seeding pasture mixtures containing a full seeding of ladino, white Dutch or wild white clover, or alfalfa.
3. With prior approval of the county committee improving a stand of forest trees under an approved system of farm woodlot management. Payment cannot be allowed for this practice if used on the same area on which payment is allowed for practice I-1.

D. The rate of credit for each acre of the following shall be 5 units:

1. Planting forest trees provided such trees are protected and cultivated in accordance with good tree culture practice.
2. Applying sand free from stones or loam to a depth of at least one-half inch on fruiting cranberry bogs.

E. The rate of credit for each two acres of the following shall be 1 unit:

1. Renovation of perennial legumes and mixtures of perennial grasses and legumes.

2. Protecting muck land subject to serious wind erosion by establishing or maintaining approved shrub windbreaks.
- F. The rate of credit for each four acres of the following shall be 1 unit:
1. Restoration of farm woodlots, normally overgrazed, by non-grazing during the normal pasture season. Payment will not be allowed for more than two acres of woodland for each animal unit normally grazed on such woodland.
 2. Contour furrowing noncrop land (acres furrowed to be computed on the basis of the area furrowed, each furrow being considered to occupy an area not in excess of $1/2$ rod in width).
 3. Stripcropping with alternate strips of close-grown crops and intertilled crops.
- G. The rate of credit for each eight acres of the following shall be 1 unit:
1. Contour farming intertilled crops.
- H. The rate of credit for each ten acres of the following shall be 1 unit:
1. Contour seeding of small-grain crops.
- I. The rate of credit for each one acre of the following shall be \$4.00 ($2-2/3$ units):
1. The elimination of fire hazards resulting from 1938 hurricane damage, the improvement of the remaining stand of trees, and the provision for the restoration of a full stand of forest trees in an area of hurricane-damaged woodland.

An area shall be considered damaged by the hurricane when the productive condition of the residual stand has been impaired and when fallen trees, slash, and debris interfere with the satisfactory natural restocking of the area or constitute a substantial fire hazard.

This practice shall be carried out in the following manner:

- (a) Desirable young trees already established and the good remaining timber trees must be protected from injury when the land is being rehabilitated. Uprooted trees that are leaning against good remaining trees must be cut down.

- (b) On areas where 50 percent or more of the stand is down, progressive burning of slash in piles as logging or clean-up proceeds to substantially reduce fire hazard and to leave the area sufficiently open to permit satisfactory development of reproduction is required. Large limbs and trunks need not be burned.
- (c) On areas where less than 50 percent of the stand is down all slash, except in beech, birch and maple stands, must be lopped and scattered so as not to interfere with the growth of the small young trees.
- (d) In hardwood stands where damaged trees interfere with growth of the stand, broken trees must be cut so as to leave the growing space available for desirable crop trees.

Woodland owners shall obtain prior approval from authorized Agricultural Conservation Program supervisors or committeemen before payment will be allowed for performing this practice.

Section VIII. Payment for Full Performance

Payment will be made with respect to any farm for not exceeding the potato, tobacco, wheat, and commercial vegetable acreage allotments and the usual acreage of wheat and corn for grain, and for carrying out soil-building practices, in an amount which shall be the sum of the following:

A. Payments in Connection with Acreage Allotments.

1. Tobacco. 1 cent per pound of the normal yield of the tobacco acreage allotment.
2. Potatoes. 3 cents per bushel of the normal yield of the potato acreage allotment or of 125 percent of the acreage planted to potatoes, whichever is smaller. If the county committee finds that failure to plant 80 percent of the potato acreage allotment was due to flood or drought, payment will be computed on the allotment even though it is larger.
3. Wheat. 17 cents per bushel of the normal yield of the wheat acreage allotment or of 125 percent of the acreage planted to wheat, whichever is smaller. If the county committee finds that the failure to plant 80 percent of the wheat acreage allotment was due to flood or drought, payment will be computed on the allotment even though it is larger.

4. Vegetables. \$1.50 per acre of the commercial vegetable acreage allotment or of 125 percent of the acreage planted to commercial vegetables whichever is smaller. If the county committee finds that the failure to plant 80 percent of the commercial vegetable acreage allotment was due to flood or drought payment will be computed on the allotment even though it is larger.

B. Payments in Connection with Soil-Building Practices.

1. Payment will be made at the rate of \$1.50 for each unit of soil-building practices carried out. However, the total number of units of soil-building practices for which payment will be made cannot exceed the soil-building goal established for the farm. This goal is a number of units equal to two-thirds of the sum of the following items which apply to the farm:
 - (a) 70 cents times the acreage of cropland on the farm in excess of the sum of the acreages used in computing payments with respect to the wheat, potato, and tobacco acreage allotments.
 - (b) \$2.00 times the acreage of commercial orchards on the farm January 1, 1939.
 - (c) 40 cents times the acreage of fenced noncrop open pasture land in excess of one-half the number of acres of cropland on the farm.
2. For any farm in New Hampshire, Massachusetts (except Barnstable and Berkshire Counties), Rhode Island, Connecticut (except Fairfield and Litchfield Counties), Nassau and Suffolk Counties in New York, Cumberland, Oxford, and York Counties in Maine, and Caledonia, Chittenden, Essex, Lamoille, Orange, Orleans, Washington, Windham, and Windsor Counties in Vermont payment will be computed at \$4 for each acre of woodland on the farm on which practice No. I-1 is carried out. However, the total payment for carrying out practice No. I-1 cannot exceed \$60.

Section IX. Payment for Partial Performance

Payments computed for any farm under the provisions of section VIII shall be subject to all the following deductions which are applicable to the farm.

- A. Tobacco Acreage Allotment. 8 cents per pound of the normal yield of each acre harvested in excess of the tobacco acreage allotment.

B. Wheat.

1. New York and Pennsylvania.

- (a) Allotment Farms. 50 cents per bushel of the normal yield for each acre planted to wheat in excess of the wheat acreage allotment.
- (b) Non-Allotment Farms. 50 cents per bushel of the normal yield for each acre of wheat harvested for grain or hay in excess of 8 acres.

2. New Jersey and Maine.

- (a) Allotment Farms. 50 cents per bushel of the normal yield for each acre planted to wheat in excess of the wheat acreage allotment.
- (b) Non-Allotment Farms. 50 cents per bushel of the normal yield for each acre of wheat harvested for grain or hay in excess of the larger of (1) 8 acres, or (2) the usual acreage of wheat established for the farm.

C. Potatoes.

- 1. Allotment Farms. 50 cents per bushel of the normal yield for each acre planted to potatoes in excess of the potato acreage allotment.
- 2. Non-Allotment Farms in Non-Commercial Vegetable Area. 30 cents per bushel for the normal yield per acre planted to potatoes for market in excess of 3 acres.

D. Commercial Vegetables in Commercial Vegetable Areas. \$20.00 per acre planted to commercial vegetables in excess of the larger of (1) the commercial vegetable acreage allotment or (2) 3 acres.

E. Usual Acreage of Corn on Potato, Tobacco, or Wheat Allotment Farms. \$10.00 per acre of corn harvested for grain in excess of the larger of (1) the usual acreage of corn harvested for grain established for the farm or (2) 8 acres.

Section X. Division of Payments and Deductions

A. Payments and Deductions in Connection with Potatoes, Tobacco, Wheat, and Commercial Vegetables.

- 1. The net payment or net deduction computed for any farm with respect to potatoes, tobacco, wheat, or commercial vegetables shall be divided among the landlords, tenants, and sharecroppers in the same proportion (as indicated by their acreage shares expressed in terms of either acreages or percentages)

that such persons are entitled at the time of harvest to share in the proceeds (other than a fixed commodity payment) of such crop(s) grown on the farm in 1939; Provided, That if because of crop failure the harvested acreage of any such crop(s) is less than the planted acreage of such crop(s) and the county committee finds, in accordance with instructions issued by the Agricultural Adjustment Administration, that use of the harvested acreage as a basis for the division of the net payment or net deduction would result in a materially different division from that which would result from the use of the planted acreage, such net payment or net deduction shall be divided among the landlords, tenants, and sharecroppers in the proportion that the county committee determines that such persons would have shared in the proceeds of such crop(s) if the entire acreage planted to such crop(s) in 1939 had been harvested; Provided, further, that if any such crop(s) is not grown on the farm in 1939, the net payment or net deduction computed for such crop(s) shall be divided among the landlords, tenants, and sharecroppers in the proportion that the county committee determines that such persons would have shared in the proceeds of such crop(s) if the entire acreage in such acreage allotment had been planted and harvested in 1939; Provided, further, that upon the written agreement of all persons who are entitled to receive a landlord's share of the proceeds of any such crop(s) the share of each such person in the net payment or net deduction computed with respect to such crop(s) on any farm comprising separately owned tracts of land shall be determined on the basis of each such person's respective share (as indicated by their acreage shares expressed in terms of either acreages or percentages) in the acreage allotments which could have been established for such crop(s) on the land in which he has an interest.

2. In computing such net payments and such net deductions with respect to acreage allotments, the deduction with respect to corn for grain shall be regarded as a pro rata deduction with respect to the payments computed in connection with crop acreage allotments under Section VIII A.

B. Payments in Connection with Soil-Building Practices. The amount of net payment earned in connection with the soil-building goal for the farm shall be made to the landlord, tenant, or sharecropper who carried out the soil-building practices. If the county committee determines that more than one such person contributed to the carrying out of soil-building practices on the farm in 1939, such payment shall be divided in the proportion that the units contributed by each such person to such practices bears to the total units of such practices carried out on the farm in 1939. All persons contributing to the

carrying out of any soil-building practice on a particular acreage shall be deemed to have contributed equally to the units of such practice unless such persons establish to the satisfaction of the county committee that their respective contributions thereto were not in equal proportion in which event such units shall be divided in the proportion which the county committee determines each such person contributed thereto.

C. Proration of Net Deductions. If the sum of the net payments computed for all persons on a farm exceeds the sum of the net deductions computed for all persons on such farm, the sum of the net deductions computed for all persons on such farm shall be prorated among the persons on such farm for whom a net payment is computed, on the basis of such computed net payments.

If the sum of the net deductions computed for all persons on a farm equals or exceeds the sum of the net payments computed for all persons on such farm, no payment will be made with respect to such farm and the amount of such net deductions in excess of the net payments shall be prorated among the persons on such farm for whom a net deduction is computed, on the basis of such computed net deductions.

Section XI. Increase in Small Payments

The total payment computed under sections VIII to X, inclusive, for any person with respect to any farm shall be increased as follows:

- A. Any payment amounting to 71 cents or less shall be increased to \$1.00;
- B. Any payment amounting to more than 71 cents but less than \$1.00 shall be increased by 40 percent.
- C. Any payment amounting to \$1.00 or more shall be increased in accordance with the following schedule:

<u>Amount of Pay-</u> <u>ment Computed</u>	<u>Increase in</u> <u>Payment</u>	<u>Amount of Pay-</u> <u>ment Computed</u>	<u>Increase in</u> <u>Payment</u>
\$1.00 to 1.99	\$0.40	\$16.00 to 16.99	\$6.40
2.00 to 2.99	0.80	17.00 to 17.99	6.80
3.00 to 3.99	1.20	18.00 to 18.99	7.20
4.00 to 4.99	1.60	19.00 to 19.99	7.60
5.00 to 5.99	2.00	20.00 to 20.99	8.00
6.00 to 6.99	2.40	21.00 to 21.99	8.20
7.00 to 7.99	2.80	22.00 to 22.99	8.40
8.00 to 8.99	3.20	23.00 to 23.99	8.60
9.00 to 9.99	3.60	24.00 to 24.99	8.80
10.00 to 10.99	4.00	25.00 to 25.99	9.00
11.00 to 11.99	4.40	26.00 to 26.99	9.20
12.00 to 12.99	4.80	27.00 to 27.99	9.40
13.00 to 13.99	5.20	28.00 to 28.99	9.60
14.00 to 14.99	5.60	29.00 to 29.99	9.80
15.00 to 15.99	6.00	30.00 to 30.99	10.00 (Continued)

<u>Amount of Pay-</u> <u>ment Computed</u>	<u>Increase in</u> <u>Payment</u>	<u>Amount of Pay-</u> <u>ment Computed</u>	<u>Increase in</u> <u>Payment</u>
\$31.00 to 31.99	\$10.20	\$47.00 to 47.99	\$12.70
32.00 to 32.99	10.40	48.00 to 48.99	12.80
33.00 to 33.99	10.60	49.00 to 49.99	12.90
34.00 to 34.99	10.80	50.00 to 50.99	13.00
35.00 to 35.99	11.00	51.00 to 51.99	13.10
36.00 to 36.99	11.20	52.00 to 52.99	13.20
37.00 to 37.99	11.40	53.00 to 53.99	13.30
38.00 to 38.99	11.60	54.00 to 54.99	13.40
39.00 to 39.99	11.80	55.00 to 55.99	13.50
40.00 to 40.99	12.00	56.00 to 56.99	13.60
41.00 to 41.99	12.10	57.00 to 57.99	13.70
42.00 to 42.99	12.20	58.00 to 58.99	13.80
43.00 to 43.99	12.30	59.00 to 59.99	13.90
44.00 to 44.99	12.40	60.00 to 185.99	14.00
45.00 to 45.99	12.50	186.00 to 199.99	Increase to \$200.00
46.00 to 46.99	12.60	200.00 and over	No increase

Section XII. Payments Limited to \$10,000

The total of all payments made in connection with programs for 1939 under Section 8 of the Soil Conservation and Domestic Allotment Act to any individual, partnership, or estate with respect to farms located within a single State shall not exceed the sum of \$10,000.

The total of all payments made in connection with programs for 1939 under Section 8 of the Soil Conservation and Domestic Allotment Act to any person other than an individual, partnership, or estate with respect to farms, ranching units, and turpentine places in the United States (including Alaska, Hawaii, and Puerto Rico) shall not exceed the sum of \$10,000.

All or any part of any payment which has been or otherwise would be made to any person under the 1939 Agricultural Conservation Program may be withheld or required to be returned if he has adopted or participated in adopting any scheme or device, including the dissolution, reorganization or formation of any corporation, partnership, estate, trust, or by any other means, which was designed to evade, or would have the effect of evading, the provisions of this section.

Section XIII. Deductions Incurred on Other Farms

A. Other Farms in the Same County. If the total deduction computed under Section IX with respect to any farm in a county exceeds the payment for full performance on such farm computed under Section VIII, a landlord's or tenant's share of the amount by which the total deduction exceeds the total payment shall be deducted from that landlord's or tenant's share of the payments which would otherwise be made to him with respect to any other farms in such county.

B. Other Farms in the State. If the deductions computed for a landlord or tenant with respect to one or more farms in a county exceed the payments computed for such landlord or tenant on other farms in the county, the amount of these excess deductions shall be taken from the payments computed for the landlord or tenant with respect to any other farms in the State. Before this can be done the State committee must find that the crops grown and practices adopted on the farm with respect to which the deductions are computed substantially offset the contribution to the program made on the other farms.

Section XIV. Deduction for Association Expenses

There shall be deducted pro rata from the payments with respect to any farm all or such part as the Secretary may prescribe of the estimated administrative expenses incurred or to be incurred by the county agricultural conservation association in the county in which the farm is located.

Section XV. Materials Furnished as Grants of Aid

Wherever it is found practicable limestone, superphosphate, trees, seeds, and other materials, upon request of the producer may be furnished by the Agricultural Adjustment Administration as grants of aid. Materials furnished are to be used in carrying out approved soil-building practices which shall count toward earning the largest possible soil-building payment (meeting the soil-building goal) for the farm.

A deduction from the total payment for the farm shall be made in the amount of the approximate average cost to the Agricultural Adjustment Administration in any county, State, or other area of any material furnished. This deduction shall be applied first to the payment computed for the person to whom the materials are furnished and the balance, if any, of the deduction shall be prorated among the payments to other persons sharing in the total payment for the farm on which the materials were used.

The producer to whom materials are furnished, pursuant to this section, shall agree that, in the event the amount of the deduction for the materials is more than the amount of the total payment for the farm, the difference shall be paid by him to the Secretary.

Notwithstanding any other provisions of this bulletin, for any farm on which the only practices carried out are those through the use of materials furnished and no other performance is rendered, the furnishing of the materials shall be in lieu of any payment which otherwise might be computed for the farm.

The rate of deduction for materials furnished pursuant to provisions of this section for each State or county shall be established by the Regional Director.

Section XVI. General Provisions Relating to Payments

A. Payment Restricted to Effectuation of Purposes of the Program.

1. All or any part of any payment which otherwise would be made to any person under the 1939 program may be withheld (a) if he has adopted any practice which the Secretary determines tends to defeat any of the purposes of the 1939 or previous agricultural conservation programs, (b) if, by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever, he has offset, or has participated in offsetting, in whole or in part the performance for which such payment is otherwise authorized, (c) if under the 1936, 1937, or 1938 program he received a payment for constructing fence to exclude livestock from woodland previously used for pasture, or for excluding livestock from maple sugar orchards or other woodlands, and the county committee determines that in 1939 livestock were again allowed to graze in such woodland or maple sugar orchard on which payment was made for their exclusion, an amount equal to such payment shall be withheld from any payment which would otherwise be made to such person under the 1939 program, or (d) if the county committee, acting in accordance with instructions issued by the State committee and having the approval of the regional director, finds that the forest lands owned or controlled by him have been abused by improper cutting.
2. No payments other than payments in connection with soil-building practices shall be computed with respect to any farm which is idle in 1939.

B. Payment Computed and Made Without Regard to Claims. Any payment or share of payment shall be computed and made (1) without regard to questions of title under State law, (2) without deduction of claims for advances (except as provided in subsection D of this Section XVI) and (3) without regard to any claim or lien against any crop, or proceeds thereof, in favor of the owner or any other creditor.

C. Changes in Leasing and Cropping Agreements, Reduction in Number of Tenants, and Other Devices. If on any farm in 1939 any change of the arrangements which existed on the farm in 1938 is made between the landlord and the tenants or sharecroppers and such change would cause a greater proportion of the payments to be made to the landlord under the 1939 program than would have been made to the landlord for performance on the farm under the 1938 program, payments to the landlord under the 1939 program with respect to the farm shall not be greater than the amount that would have been paid to the landlord if the arrangements which existed on the farm in 1938 had been continued in 1939. This provision shall be exercised only if the county committee certifies that the change is not justified and disapproves such change.

If on any farm the number of sharecroppers or share tenants in 1939 is less than the average number on the farm during the years 1936 to 1938, inclusive, and the reduction would increase the payments that would otherwise be made to the landlord, such payments to the landlord shall not be greater than the amount that would otherwise be made, if the county committee certifies that the reduction is not justified and disapproves such reduction.

If the State committee finds that any person who files an application for payment pursuant to the provisions of the 1939 program has employed any other scheme or device, the effect of which would be or has been to deprive any other person of any payment under any agricultural conservation program to which such other person would normally be entitled, the Secretary may withhold in whole or in part from the person participating in or employing such a scheme or device, or require such person to refund in whole or in part, the amount of any payment which has been or would otherwise be made to such person in connection with the 1939 program.

D. Assignments. Any person who may be entitled to any payment in connection with the 1939 program may assign his interest in such payment as security for cash loaned or advances made for the purpose of financing the making of a crop in 1939. No such assignment will be recognized unless the assignment is made in writing on Form ACP-69 in accordance with instructions (ACP-70) issued by the Agricultural Adjustment Administration.

Nothing contained in this section XVI D shall be construed to give an assignee a right to any payment other than that to which the farmer is entitled nor shall the Secretary or any disbursing agent be subject to any suit or liability if payment is made to the farmer without regard to the existence of any such assignment.

E. Excess Cotton Acreage. Any person who knowingly plants cotton on his farm in 1939 on acreage in excess of the cotton acreage allotment established for the farm for 1939 shall not be

eligible for any payment under the provisions of the 1939 program. Any person having an interest in the cotton crop on a farm on which cotton is planted in 1939 on acreage in excess of the cotton acreage allotment for the farm for 1939 shall be presumed to have knowingly planted cotton on his farm on acreage in excess of such farm cotton acreage allotment if notice of the farm allotment is mailed to him prior to the completion of the planting of cotton on the farm, unless the farmer establishes the fact that the excess acreage was planted to cotton due to his lack of knowledge of the number of acres in the tract(s) planted to cotton. Such notice, if mailed to the operator of the farm, shall be deemed to be notice to all persons sharing in the production of cotton on the farm in 1939.

F. Use of Soil-Conserving Crops for Market. Payment will not be made with respect to any farm unless on such farm in 1939 an acreage of cropland, not devoted to soil-depleting crops, is withheld from the production of soil-conserving crops for market, equal to the acreage by which the normal acreage of soil-depleting crops on such farm exceeds the larger of (1) the total soil-depleting acreage allotment for the farm or (2) the acreage devoted to soil-depleting crops on the farm in 1939; Provided, That payment shall not be denied any farmer for using such soil-conserving crops for market (1) if in the county in which the farm is located the number of cows kept for the production of milk or products thereof for market does not exceed the normal number of such cows; (2) if on such farm the number of cows kept for the production of milk or the products thereof for market does not exceed the normal number of such cows; or (3) if the Agricultural Adjustment Administration determines either (a) that the farmer has substantially complied with the provisions of this paragraph, or (b) that the county, as a whole, is in substantial compliance with such provisions.

Any farmer shall be deemed to have substantially complied with the provisions of this paragraph either (1) if the increase above normal in the number of dairy cows on his farm does not exceed two cows; or (2) if none of the soil-conserving crops to which such provisions are applicable is used for market other than through the disposition of dairy livestock for slaughter or through the disposition of less than ten percent of the milk, or products thereof, produced on the farm.

A county, as a whole, shall be deemed to be in substantial compliance with such provisions unless: (1) the number of cows kept for the production of milk in the county exceeds by more than five percent the normal number of such cows; (2) the acres retired from soil-depleting crops in the county exceed five percent of the normal acreage of such crops and exceed 1,000 acres, and (3) the average number of cows kept for the production of milk exceeds two cows per farm and exceeds two cows per 160 acres of farm land.

The normal acreage of soil-depleting crops and the number of cows kept for the production of milk or the products thereof for market shall be determined for any farm in accordance with instructions issued by the Agricultural Adjustment Administration, and the Agricultural Adjustment Administration shall determine from the latest available statistics of the Department, and shall announce, the counties not deemed to be in substantial compliance.

As used in this subsection F, the term "for market" means for disposition by sale, barter, or exchange, or by feeding (in any form) to dairy livestock which, or the products of which, are to be sold, bartered, or exchanged, and such term shall not include consumption on the farm. An agricultural commodity shall be deemed to be consumed on the farm if consumed by the farmer's family, employees, or household, or if fed to poultry or livestock other than dairy livestock on his farm, or if fed to dairy livestock on his farm and such dairy livestock, or the products thereof, are to be consumed by his family, employees, or household. As used in this subsection F, the term "soil-conserving crops" means grasses and legumes grown on cropland.

Section XVII. Application for Payment

A. Persons Eligible to File Applications. An application for payment with respect to a farm may be made by any person for whom, under the provisions of Section X, a share in the payment with respect to the farm may be computed and (1) who at the time of harvest is entitled to share in the crops grown on the farm under a lease or operating agreement, or (2) who is owner or operator of such farm and participates thereon in 1939 in carrying out approved soil-building practices.

B. Time and Manner of Filing Application and Information Required. Payment will be made only upon application submitted through the county office. The Secretary reserves the right (1) to withhold payment from any person who fails to file any form or furnish any information required with respect to any farm which such person is operating or renting to another person for a share of the crops grown thereon, and (2) to refuse to accept any application for payment if such application or any other form or information required is not submitted to the county office within the time fixed by the regional director. At least two weeks' notice to the public shall be given of the expiration of a time limit for filing prescribed forms. Such notice shall be given by mailing the same to the office of each county committee and making copies of the same available to the press.

C. Applications for Other Farms. If a person has the right to receive all or a portion of the crops, or proceeds therefrom, produced on more than one farm in a county and makes application for payment with respect to one of such farms, such person must make

application for payment with respect to all such farms which he operates or rents to other persons. Upon request by the State committee any person shall file with the committee such information as it may request regarding any other farm in the State with respect to which he has the right to receive all or a portion of the crops or proceeds thereof.

Section XVIII. Appeals

Any person may, within 15 days after notice thereof is forwarded to or available to him, request the county committee in writing to reconsider its recommendation or determination with respect to any of the following matters affecting any farm in which he has an interest: (a) eligibility to file an application for payment; (b) any soil-depleting acreage allotment, usual acreage, largest possible soil-building payment, or soil-building goal; (c) the division of payment; or (d) any other matter affecting the right to or the amount of his payment with respect to the farm. The county committee shall notify such person of its decision in writing within 15 days after receipt of such written request for reconsideration. If such person is dissatisfied with the decision of the county committee, he may, within 15 days after such decision is forwarded to or made available to him, appeal in writing to the State committee. The State committee shall notify such person of its decision in writing within 30 days after the receipt of the appeal. If such person is dissatisfied with the decision of the State committee, he may, within 15 days after such decision is forwarded to or made available to him, request the regional director to review the decision of the State committee.

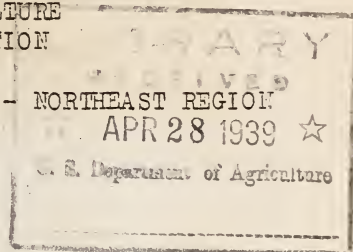
Issued January 30, 1939, with the approval of the Administrator of the Agricultural Adjustment Administration.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1939 AGRICULTURAL CONSERVATION PROGRAM BULLETIN - NORTHEAST REGION

Supplement (1)



I

Item 1 (b), subsection B of section IX is hereby amended to read as follows:

Non-Allotment Farms. 50 cents per bushel of the normal yield for each acre of wheat in excess of 8 acres harvested for grain or hay except (1) when such crop is used as a nurse crop for legumes or perennial grasses of which a good stand is established in 1939 and the wheat nurse crop is cut green for hay or (2) when the wheat is grown in a mixture containing at least 25 percent by weight of winter legumes and the mixture is harvested for hay.

II

Item 2 (b), subsection B of section IX is hereby amended to read as follows:

Non-Allotment Farms. 50 cents per bushel of the normal yield for each acre of wheat in excess of the larger of (a) 8 acres, or (b) the usual acreage of wheat established for the farm, harvested for grain or hay except (1) when such crop is used as a nurse crop for legumes or perennial grasses of which a good stand is established in 1939 and the wheat nurse crop is cut green for hay or (2) when the wheat is grown in a mixture containing at least 25 percent by weight of winter legumes and the mixture is harvested for hay.

III

Subsection A of section VII is hereby amended by adding to the end thereof the following:

7. Application of not less than 2 tons, air-dry weight, of straw or equivalent mulching materials, excluding barnyard and stable manure, per acre on commercial vegetable land.

IV

Item 1, subsection D of section II is hereby amended to read as follows:

ACREAGE PLANTED TO WHEAT means (1) any acreage of land devoted to seeded wheat (except when such crop is seeded in a mixture containing less than 50 percent by weight of wheat, or containing 25 percent or more by weight of rye, barley, vetch or Austrian winter peas, and the seeding mixture may reasonably be expected to produce a crop containing such proportions of plants other than wheat that the crop could not be harvested as wheat for grain or seed) which is on the farm on or after December 15, 1938; and (2) any acreage of land which is seeded to a mixture containing wheat, but the crops other than wheat fail to reach maturity and the wheat is harvested for grain or hay: Provided, That in any area designated by the State committee, with the approval of the Administrator, as an area in which because of climatic or other uncontrollable causes producers prior to December 15, 1938, and prior to planting time did not have a reasonable opportunity to adjust their wheat acreage to their wheat acreage allotments there shall be excluded from the acreage planted to wheat any acreage disposed of prior to May 20, 1939, in such manner as to prevent maturity and harvest for grain or hay; Provided further, That in no event shall the acreage regarded as planted to wheat be less than the acreage used in computing the final total insured production for adjusting losses with respect to Crop Insurance.

V

Item 1, subsection C of section II is hereby amended to read as follows:

FARM means all adjacent or nearby farm land under the same ownership which is operated by one person, including also:

- (a) Any other adjacent or nearby farm land which the county committee, in accordance with instructions issued by the Agricultural Adjustment Administration determines is operated by the same person as part of the same unit with respect to the rotation of crops and with workstock, farm machinery, and labor substantially separate from that for any other land, and
- (b) Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.

A farm shall be regarded as located in the county or administrative area, as the case may be, in which the principal dwelling is situated, or if there is no dwelling thereon, it shall be regarded as located in the county or administrative area, as the case may be, in which the major portion of the farm is located.

VI

Item 1, subsection A of section X is hereby amended to read as follows:

The net payment or net deduction computed for any farm with respect to potatoes, tobacco, wheat, or commercial vegetables, shall be divided among the landlords, tenants, and sharecroppers in the same proportion (as indicated by their acreage shares expressed in terms of either acreages or percentages) that such persons are entitled, as of the time of harvest, to share in the proceeds (other than a fixed commodity payment) of such crop(s) grown on the farm in 1939: Provided, That if any such crop(s) is not grown on the farm in 1939 or the acreage of such crop(s) is substantially reduced by flood, hail, drought, insects, or plant bed diseases, the net payment or net deduction computed for such crop(s) shall be divided among the landlords, tenants, and sharecroppers in the proportion that the county committee determines such persons would have been entitled to share in the proceeds of such crop(s) if the entire acreage in the acreage allotment for such crop(s) had been planted and harvested in 1939: Provided further, That, in cases where two or more separately owned tracts of land comprise a farm in areas designated by the Administrator as areas in which a substantial proportion of the farms comprise two or more separately-owned tracts of land, upon the written agreement of all persons who are entitled to receive a share of the proceeds of any such crop(s) the share of each such person in the net payment or net deduction computed with respect to such crop(s) on such farm shall be that indicated in such written agreement by each such person as that share which fairly reflects the contribution of each such person to performance with respect to such crop(s) and also results substantially in a division of such payment or deduction among landlords, tenants, and sharecroppers as classes as each such class shares in the crop, or proceeds thereof, with respect to which the payment or deduction is being made.

VII

Subsection A of section IX is hereby amended to read as follows:

A. Tobacco Acreage Allotment.

1. 2 cents per pound of the normal yield of each acre harvested in excess of the tobacco acreage allotment established for the farm but not in excess of 110 percent of such allotment.
2. 8 cents per pound of the normal yield of each acre harvested in excess of 110 percent of the tobacco acreage allotment established for the farm.

VIII

Section XV, "Materials Furnished as Grants of Aid", is hereby amended to read as follows:

Wherever it is found practicable limestone, superphosphate, trees, seeds, and other materials, upon request of the producer, may be furnished by the Agricultural Adjustment Administration as grants of aid to be used in carrying out approved soil-building practices which shall be counted toward meeting the soil-building goal for the farm. Wherever such materials are furnished, a deduction from the payment for the farm shall be made in the amount of the approximate average cost of such material to the Agricultural Adjustment Administration in the county, State, or other area. Such deduction shall be applied first to the payment computed for the person to whom such materials are furnished, and the balance, if any, of such deduction shall be prorated among the payments to other persons sharing in the payment with respect to the farm for which such materials were obtained or on which they were used. Material shall only be furnished pursuant to a producer's request and agreement upon a form prescribed by the Agricultural Adjustment Administration. Such agreement shall provide that (1) in the event the amount of deduction for materials exceeds the amount of the payment with respect to the farm the amount of such difference shall be paid by the producer to the Secretary; (2) if the producer uses the materials in a manner which is not in substantial accord with the purposes for which such materials are furnished, the deduction with respect to the materials misused shall be twice the regular rate of deduction in order to compensate the Government for damages because of such misuse; and (3) the finding of the county committee that the materials have been used in a manner which is not in substantial accord with the purposes for which materials are furnished, and as to the amount of the material so misused, shall be final when approved by the State committee, subject to the right of appeal.

Notwithstanding any other provisions herein, in areas designated by the Administrator, for any farm on which no performance is rendered under the 1939 program except the carrying-out of practices through the use of materials furnished by the Agricultural Adjustment Administration the furnishing of such materials shall be in lieu of any payment which otherwise might be computed for the farm.

Issued on April 8, 1939, with the approval of the Administrator of the Agricultural Adjustment Administration.

A. W. Manchester,
Director, Northeast Division.
Agricultural Adjustment Administration.



Issued April 21, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

MAY 25 1939 ☆

1939 AGRICULTURAL CONSERVATION PROGRAM BULLETIN - NORTHEAST REGION

Section VIII, "Payment for Full Performance", subsection A,
items 2, 3, and 4 are hereby amended to read as follows:

2. Potatoes. 3 cents per bushel of the normal yield
per acre of potatoes for the farm for each acre in
the potato acreage allotment.
3. Wheat. 17 cents per bushel of the normal yield per
acre of wheat for the farm for each acre in the
wheat acreage allotment.
4. Vegetables. \$1.50 for each acre in the commercial
vegetable acreage allotment established for the
farm.

Issued on April 21, 1939, with the approval of the
Administrator of the Agricultural Adjustment Administration.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1939 AGRICULTURAL CONSERVATION PROGRAM BULLETIN - NORTHEAST REGION

Supplement (4)

I

The initial sentence of the first paragraph of Section VII, Soil-Building Practices, is hereby amended to read as follows:

The soil-building practices listed in the following schedule shall count toward achieving the soil-building goal to the extent indicated therein, when such practices are carried out under the provisions of the 1939 program during the period November 1, 1938, to October 31, 1939, inclusive, in accordance with specifications issued by the regional director or by the State committee with the approval of the regional director.

II

Subsection A of section IX, as amended by Supplement (1), is hereby further amended to read as follows:

A. Tobacco Acreage Allotment.

1. 2 cents per pound of the normal yield of each acre harvested in excess of the tobacco acreage allotment established for the farm but not in excess of 110 percent of such allotment, or not in excess of such allotment plus one-tenth of an acre, whichever is greater.
2. 8 cents per pound of the normal yield of each acre harvested in excess of 110 percent of the tobacco acreage allotment established for the farm or harvested in excess of such tobacco allotment plus one-tenth of an acre, whichever is greater.

Issued with the approval of the Administrator of the Agricultural Adjustment Administration on June 21, 1939.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division.

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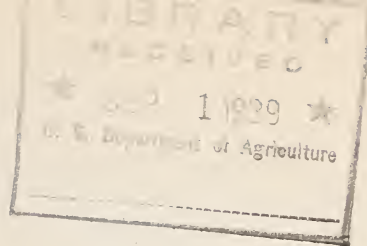
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Issued August 3, 1939



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

1939 AGRICULTURAL CONSERVATION PROGRAM BULLETIN - NORTHEAST REGION

Supplement (6)

Section VII, "Soil-Building Practices", subsection B,
item 2 is hereby amended to read as follows:

2. Seeding winter legumes, annual ryegrass, or
annual sweet clover.

Issued on August 3, 1939, with the approval of the
Administrator of the Agricultural Adjustment Administration.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

THE UNIVERSITY OF CHICAGO

OFFICE OF THE DEAN

CHICAGO, ILLINOIS 60637

TO THE PRESIDENT OF THE UNITED STATES

FROM THE DEAN OF THE UNIVERSITY OF CHICAGO

Very truly yours,

MAY 22 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

1939 AGRICULTURAL CONSERVATION PROGRAM BULLETIN - NORTHEAST REGION

Section VIII, "Payment for Full Performance", subsection A,
items 2, 3, and 4 are hereby amended to read as follows:

2. Potatoes. 3 cents per bushel of the normal yield
per acre of potatoes for the farm for each acre in
the potato acreage allotment.
3. Wheat. 17 cents per bushel of the normal yield per
acre of wheat for the farm for each acre in the
wheat acreage allotment.
4. Vegetables. \$1.50 for each acre in the commercial
vegetable acreage allotment established for the
farm.

Issued on April 21, 1939, with the approval of the
Administrator of the Agricultural Adjustment Administration.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1939 AGRICULTURAL CONSERVATION PROGRAM BULLETIN - NORTHEAST REGION

Supplement (4)

I

The initial sentence of the first paragraph of Section VII, Soil-Building Practices, is hereby amended to read as follows:

The soil-building practices listed in the following schedule shall count toward achieving the soil-building goal to the extent indicated therein, when such practices are carried out under the provisions of the 1939 program during the period November 1, 1938, to October 31, 1939, inclusive, in accordance with specifications issued by the regional director or by the State committee with the approval of the regional director.

II

Subsection A of section IX, as amended by Supplement (1), is hereby further amended to read as follows:

A. Tobacco Acreage Allotment.

1. 2 cents per pound of the normal yield of each acre harvested in excess of the tobacco acreage allotment established for the farm but not in excess of 110 percent of such allotment, or not in excess of such allotment plus one-tenth of an acre, whichever is greater.
2. 8 cents per pound of the normal yield of each acre harvested in excess of 110 percent of the tobacco acreage allotment established for the farm or harvested in excess of such tobacco allotment plus one-tenth of an acre, whichever is greater.

Issued with the approval of the Administrator of the Agricultural Adjustment Administration on June 21, 1939.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division.



Aug 16 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

1939 AGRICULTURAL CONSERVATION PROGRAM BULLETIN - NORTHEAST REGION

Supplement (6)

Section VII, "Soil-Building Practices", subsection B,
item 2 is hereby amended to read as follows:

2. Seeding winter legumes, annual ryegrass, or
annual sweet clover.

Issued on August 3, 1939, with the approval of the
Administrator of the Agricultural Adjustment Administration.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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AGRICULTURAL ADJUSTMENT ADMINISTRATION

1939 AGRICULTURAL CONSERVATION PROGRAM BULLETIN - NORTHEAST REGION

Supplement (7)

Section XV is hereby amended by the addition of the following:

Drought Clause. Notwithstanding any other provisions of this bulletin during the period August 10 to September 10, inclusive, biennial or perennial legume and grass seeds for use in reseeding on farms on which biennial or perennial legumes or grasses seeded in 1939 have been killed or seriously damaged by drought in a designated area shall be furnished in accordance with instructions issued by the Agricultural Adjustment Administration as grants of aid to farmers making application therefor. No deduction will be made for the seed furnished from any payment for the farm on which such seeds are so used, except that in any case where the county committee determines that the farmer wilfully misrepresented the facts or used or disposed of the seed in any manner contrary to his agreement, he will be liable for twice the value of the established reasonable price of the seed furnished, or in any case where the county committee determines that due to continued adverse weather conditions the farmer could not sow the seed in 1939 he will be liable for the value of the seed at the established reasonable price of the seed furnished.

The area designated is all counties in Connecticut; all counties in New Hampshire except Coos; all counties in New Jersey except Atlantic; all counties in New York except Cattaraugus, Clinton, Essex, Franklin, Hamilton, Saratoga, and Warren Counties; all counties in Pennsylvania except Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Crawford, Fayette, Forest, Fulton, Greene, Huntingdon, Indiana, Lawrence, Somerset, Venango, Warren, Washington, and Westmoreland Counties; and Chittenden County only in Vermont.

Issued on September 29, 1939, with the approval of the Administrator of the Agricultural Adjustment Administration.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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Issued July 30, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATIONINSTRUCTIONS FOR DETERMINATION OF 1939 WHEAT ACREAGE ALLOTMENTS
(Applicable in States of New York, Pennsylvania, and New Jersey)

Foreword. The 1939 wheat acreage allotments to be determined in accordance with these instructions are the wheat acreage allotments required to be determined under Title III of the Agricultural Adjustment Act of 1938, as amended, and the regulations issued by the Secretary of Agriculture pursuant thereto. If, in 1939, marketing quotas for wheat are in effect such quotas will be computed using as a basis the wheat acreage allotments determined in accordance with these instructions. In other words, marketing quotas, if in effect, will be a percentage of the wheat acreage allotments determined hereunder, multiplied by the normal wheat yield per acre established for the farm. Although the 1939 Agricultural Conservation Program has not yet been approved and announced, it is expected that the wheat acreage allotments determined in accordance with these instructions will also be the wheat acreage allotments to be determined under the 1939 Agricultural Conservation Program. Farmers who comply with their 1939 wheat acreage allotments will be qualified for advantages that other phases of the program offer, such as price adjustment payments this year, 1939 conservation payments, 1939 wheat loans, if a loan program is in effect next year, and renewal of crop insurance policies next year.

Section I. Farms for which allotments will be determined. The county wheat acreage allotment will be apportioned by the county committee, in accordance with these instructions, to all farms in the county (1) on which wheat was planted for harvest in one or more of the years 1936, 1937, or 1938 (hereinafter referred to as "old farms"), and (2) on all farms on which wheat was not planted for harvest in any one of the years 1936, 1937, or 1938 but on which wheat will be planted for harvest in 1939 (hereinafter referred to as "new farms").

It will be necessary to compute and determine wheat acreage allotments for all farms in the county as defined above for which wheat acreage data are available to the county committee prior to the date specified in Section II below. Under this procedure a proportion of the county allotment will be allocated to the farms for which data are available and the remainder of the county allotment will be held as a reserve for all other wheat farms.

Section II. Obtaining wheat data.

- A. General information and publicity. Immediately upon receipt of these instructions the county committee will, through the press and radio, or by any other practical means, make available to all farmers in the county information with respect to the wheat acreage adjustment program. All farmers who intend to plant wheat this fall for harvest in 1939 should be requested to submit their necessary acreage data to the county office prior to August 15, 1938. The necessary data upon which wheat allotments will be determined are as follows:

- (1) The 1938 acreage of cropland on the farm.

- (2) The acreage planted for harvest in each of the years 1936, 1937, and 1938 if the 1938 acreage can be determined prior to August 15, 1938.
- (3) Information as to whether the acreage planted to wheat in any one or more of such years was abnormally low due to extreme flood or drought.
- (4) Information as to whether the acreage in any one or more of such years would not be typical for the farm in 1939 due to customary crop rotation practices, a change in such practices, or a change in the acreage of cropland on the farm.
- (5) Information as to whether the acreage in any one or more of such years was abnormally high due to failure of crops other than wheat. For example, if a clover or alfalfa seeding failed so that for the ensuing year a larger acreage of wheat than usual was planted and seeded to clover or alfalfa, such information should be noted.
- (6) The operator's requested 1939 wheat acreage allotment in case wheat was not planted for harvest in any of the years 1936, 1937, or 1938.

Community committeemen should be instructed to obtain the above data for the farms in their community both for farms which planted wheat for harvest in one or more of the years 1936, 1937, or 1938 and for other farms which intend to plant wheat this fall for harvest in 1939. These data may be obtained and recorded on Form NER-102 and NER-208. For any farms for which such data are not already available, it would be desirable for the community committeemen to obtain complete acreage data on an estimated basis for each of the years 1936, 1937, and 1938, provided this additional information can be obtained with a minimum of time and expense.

In providing general information to farmers and in obtaining the above indicated data, the farmers should be informed that the allotments to be determined at this time will be the basis for possible marketing quotas in 1939 and at the same time such allotments will undoubtedly be effective under the 1939 Agricultural Conservation Program in connection with which a payment will be made for keeping their wheat acreage within such allotment.

Section III. Listing basic data.

A. County Wheat Data Sheet. The State office will prepare for each county two copies of a form (NER-305) to be entitled, "County Wheat Data Sheet". Spaces will be provided on this form for the following information:

- (1) "County 1939 wheat acreage allotment, _____ acres". The State office will enter in the space provided the 1939 county wheat acreage allotment.

- (2) "97 percent of county allotment available for farms on which wheat was planted for harvest in one or more of the years 1936, 1937, or 1938, _____ acres". The State office will compute this acreage and enter it in the space provided.
- (3) "3 percent of county allotment available for farms on which wheat was not planted for harvest in any of the years 1936, 1937, or 1938 but on which wheat will be planted for harvest in 1939, _____ acres". The State office will compute and enter this acreage in the space provided.
- (4) "Total average acreage planted in the county for harvest in 1936 and 1937, plus acreage diverted in such years, _____ acres". The State office will enter this acreage.
- (5) "Percentage which item (2) is of item (4), _____ %". The State office will compute and enter this percentage.
- (6) "Average 1936-1937 acreage plus diverted for farms listed on '1939 Wheat Listing Sheet -- Old Farms', _____ acres". This acreage will be determined and entered by the county office after the entries in columns 4 and 6 on the "1939 Wheat Listing Sheet -- Old Farms" have been added.
- (7) "Allotment available for wheat farms listed on '1939 Wheat Listing Sheet -- Old Farms', (item (5) times item (6)), _____ acres". This acreage will be determined and entered by the county office after item (5) has been entered.
- (8) "Reserve allotment for farms not listed (item (2) minus item (7)), _____ acres". This acreage will be computed and entered by the county office.

When the county office has completed the determination of allotments for farms in the county and the entries for the county wheat data sheet as noted above have been completed, a copy of this sheet will be forwarded to the State office.

B. Preparation for listing.

(1) The county office will prepare for each community a listing sheet, Form NER-303, entitled, "1939 Wheat Listing Sheet -- Old Farms with the following column headings:

Provide a column headed "Serial No."

Column 1 - Name of Operator.

Column 2 - 1938 Cropland.

Column 3 - 1936 Planted Acres.

Column 4 - 1936 Acres Adjusted for Diversion.

Column 5 - 1937 Planted Acres.

Column 6 - 1937 Acres Adjusted for Diversion.

Column 7 - 1938 Planted Acres.

Column 8 - 1938 Acres Adjusted for Diversion.

Column 9 - Years Eliminated.

Column 10 - Usual Acreage.

Column 11 - Column 10 Adjusted for Type of Soil and Topography.

Column 12 - 1939 Wheat Allotment, Preliminary.

Column 13 - 1939 Wheat Allotment, Adjusted.

Columns 14, 15, and 16. Provide these columns but leave the headings blank.

In the upper right-hand corner of each listing sheet for old farms, provide a space for recording a community percentage as follows: "Community Ratio 1936-1937 Acres of Wheat to Cropland ____%".

- (2) The county office will also prepare for each community a wheat listing sheet, Form NER-304, entitled, "1939 Wheat Listing Sheet -- New Farms" with the following column headings:

Provide a column headed "Serial No."

Column 1 - Name of Operator.

Column 2 - 1938 Cropland.

Column 3 - Allotment Requested.

Column 4 - Community Ratio x Column 2.

Column 5 - 1939 Wheat Allotment, Preliminary.

Column 6 - 1939 Wheat Allotment, Adjusted.

Columns 7, 8, and 9. Provide these columns but leave the headings blank.

In the upper right-hand corner of each listing sheet for new farms, provide a space for recording a community percentage as follows: "Community Ratio 1936-1937 Acres of Wheat to Cropland ____%".

- C. Preparation of "1939 Wheat Listing Sheet -- Old Farms" and determination of allotments for such farms. The following entries will be made in columns 1 to 12, inclusive:

Enter the work sheet serial number for the farm.

Column 1 - Enter in this column the name of the farm operator.

Column 2 - Enter in this column the acreage of cropland on the farm in 1938. This entry should be obtained from line 25, Section III of NER-208.

Column 3 - Enter in this column the acreage of wheat planted for harvest in 1936. For farms listed under the 1938 program this entry will be obtained from the listing sheet, NER-205, or NER-207, depending on which listing sheet the farm was entered. For farms not previously listed, this entry will be obtained from line 4, column B, Section II of Form NER-102.

Column 4 - For each farm which participated in the 1936 Agricultural Conservation Program the county committee will determine the number of acres, if any, which were diverted from the production of wheat in 1936. Such diverted acres will be added to the entry in column 3 and the result entered in column 4. If no acres were diverted from the production of wheat in 1936, the entry in column 4 will be the same as the entry in column 3.

- Column 5 - Enter in this column the acreage of wheat planted for harvest in 1937. For farms listed under the 1938 program this entry will be obtained from NER-205 or NER-207, whichever is applicable, and for farms not so listed, the entries will be obtained from line 4, column E, Section II of Form NER-102.
- Column 6 - For any farm in counties in Pennsylvania which were designated as diversion counties under the 1937 Agricultural Conservation Program, the county committee will determine the number of acres which were diverted in 1937 from the production of wheat. For each such farm the number of acres so diverted will be added to the entry in column 5 and the result entered in column 6. If no acres were diverted from the production of wheat in 1937 the entry in column 6 will be the same as the entry in column 5.

Before making any further entry on this listing sheet, the county office will compute and enter in the upper right-hand corner of the listing sheet for the community a percentage which will be the community ratio of the 1936-1937 average planted acreage of wheat to the 1938 cropland. This percentage will be determined as follows:

Obtain the sum of the entries in column 3, add such sum to the sum of the entries in column 5, and divide the result by 2. This will represent the average annual acreage of wheat planted for harvest in the years 1936 and 1937 and such acreage will be divided by the sum of the entries in column 2. The result should be carried to the nearest tenth of 1 percent and will be entered in the upper right-hand corner of the listing sheet in the space provided. This same percentage thus determined will also be entered in the space provided in the upper right-hand corner of the listing sheet for the same community, entitled, "1939 Wheat Listing Sheet -- New Farms".

The county office will also obtain the sum of the entries in column 4, add such sum to the sum of the entries in column 6, and divide the result by 2. The acreage thus obtained will be entered as item 6 on the county wheat data sheet.

After determining and entering the entry for item (6) on the county wheat data sheet, the county office will multiply such entry by the percentage shown as item (5) on the county wheat data sheet and enter the result in item (7). The acreage thus entered in item (7) will be the allotment which is available for the old farms in the county which are listed on NER-303.

The entry in such item (7) will then be subtracted from the entry in item (2) of the county wheat data sheet and the result entered in item (8). The acreage thus determined and entered in item (8) will be the 1939 wheat acreage

allotment which is allocated to all old farms in the county for which wheat acreage data has not yet been submitted to the county committee. Such allotment shall be reserved by the county committee to be allocated to such old farms at such time as wheat acreage data is available to the county committee and at such time shall be allocated to such farms in the same manner as allotments were determined for other old farms in accordance with this subsection C of Section III of these instructions.

Column 7 - If for any farm the acreage of wheat planted for harvest in 1938 is known, such acreage will be entered in this column. This entry may be obtained, if known, from line 6, column B or column C, Section III of NER-208.

Column 8 - For any farm for which an entry appears in column 7 and for which a total soil-depleting allotment was established in connection with the 1938 Agricultural Conservation Program, the county committee will determine the number of acres which were diverted in 1938 from the production of wheat. For each such farm the number of acres so diverted will be added to the entry in column 7 and the result entered in column 8. If no acres were diverted from the production of wheat in 1938, the entry in column 8 will be the same as the entry in column 7.

Column 9 - With respect to the acres planted for harvest in 1936, 1937, and (if known) 1938 as entered in column 3, 5, and 7, respectively, if the county committee determines that (a) such acreage was abnormally low due to extreme flood or drought in either or both of such years, there will be entered in this column the year or years so determined, or (b) if the county committee determines that the acreage planted in 1936, 1937, and (if known) 1938 would not be a typical acreage of wheat for the farm in 1939 due to customary crop rotation practices, a change in such practices, or a change in the acreage of cropland in the farm, there will be entered in this column the year or years so determined to be not typical of the farm for 1939; or (c) if the county committee determines that the acreage planted in any of the years 1936, 1937, or (if known) 1938 was abnormally high due to the failure of crops other than wheat, causing an abnormally high acreage of wheat to be planted in such year or years, there will be entered in this column the year or years so determined.

Column 10 - For each farm for which no entry appears in column 9, the entry for column 10 will be the average of the entries in columns 4 and 6 if the 1938 planted and diverted acres are not known, or will be the average of the entries in columns 4, 6, and 8 if the 1938 planted and diverted acres are known.

For any farm for which any one or more of the years "1936", "1937" or "1938" have been entered in column 9, the entry in column 10 will be the average of such of the acreages in columns 4, 6, and 8 as were not eliminated by entries in column 9. For any farm for which all of the years "1936", "1937", and "1938" have been entered in column 9, the entry for column 10 will be determined by applying to the entry in column 2 the community

percentage figure shown in the upper right-hand corner of the listing sheet for the community.

Column 11 - If, for any farm, the county committee determines that the usual acreage of wheat as entered in column 10 does not reflect the variation on the farm in the adaptation of the soil for the production of wheat and the topography of the cropland from the average for the county or community, then, in such event, the county committee shall adjust the usual acreage entered in column 10 so as to reflect such variation from the county or community average with respect to the type of soil and topography. Such acreage, if adjusted, will be entered in column 11 and in no event shall such adjusted acreage entered in column 11 be more than 25 percent in excess of the entry in column 10. If no adjustments are made for type of soil and topography, the entry in column 11 will be the same as the entry in column 10.

Column 12 - For all old farms listed in the county on this listing sheet, the entries in column 11 will be added. After making such addition the county office will determine the percentage which the acreage entered as item 7 on the county wheat data sheet is of the sum of the entries in column 11. This percentage will then be applied to each of the entries in column 11 and the result entered in column 12.

The entry in column 12 for each farm on the listing sheet will be the 1939 wheat acreage allotment for such farm, subject only to any further adjustment made pursuant to Section V below.

D. Preparation of "1939 Wheat Listing Sheet -- New Farms". For all farms on which wheat was not planted for harvest in any of the years 1936, 1937, or 1938 but on which wheat will be planted in 1938 for harvest in 1939, the data to be entered on the listing sheet for such farms are as follows:

Enter the work sheet serial number for the farm.

Column 1 - Enter in this column the name of the farm operator.

Column 2 - Enter the 1938 acres of cropland on the farm.

Column 3 - Enter the number of acres which the operator has requested as his 1939 wheat acreage allotment.

Column 4 - Enter in this column the result obtained by multiplying the entry in column 2 by the community percentage entered in the upper right-hand corner of the listing sheet for the community.

Column 5 - Enter in column 5 the smaller of the acreages entered in columns 3 or 4.

Column 6 - The entries in column 5 will be added and the resulting sum compared with the acreage entered as item 3 on the county wheat data sheet. If such sum exceeds the entry in item 3, the county office will determine the percentage

which the acreage in such item 3 is of the sum of the entries in column 5. Such percentage will then be applied to each of the entries in column 5 and the result entered in column 6. If the sum of the entries in column 5 does not exceed the acreage in item 3 of the county wheat data sheet, the acreage entered in column 5 will be considered as the 1939 wheat acreage allotment and will be entered in column 6.

Section IV. Notification to producers of 1939 wheat acreage allotments. As soon as 1939 wheat acreage allotments are determined for farms in the county in accordance with Section III above, the county office will fill out and mail to the operator of each farm for which such an allotment has been determined and to each landlord or tenant interested in the farming operations on each such farm, a notice setting forth the 1939 wheat acreage allotment for the farm. For this purpose the county committee will use Form ACP-79, "Notice of 1939 Wheat Acreage Allotment".

All 1939 wheat acreage allotment notices should be mailed so that they can be received by farmers on or before September 1, 1938.

Section V. Reserve for correcting errors in acreage allotments. After determining allotments for "new farms", if there is any acreage in item 3 of Form NER-305 which is not used for such new farms, the remaining acreage shall be held as a reserve to be used later after opportunity has been afforded to examine allotment figures and discover any errors, and at that time shall be distributed as follows:

If the sum of the acreage allotments determined in accordance with subsection D, Section III above, for farms on which wheat was not planted for harvest in any of the years 1936, 1937, or 1938 but on which wheat will be planted in 1938 for harvest in 1939, is less than the 3 percent reserve for such farms entered as item 3 of the county wheat data sheet, the remaining acreage in such 3 percent reserve shall be used.

- (1) First, to correct any errors in the making of acreage allotments; and
- (2) Second, in the event that all of such excess is not needed for the purpose of correcting errors as indicated in (1) above, a proportion of the excess in such 3 percent reserve shall be distributed pro rata among all old wheat farms listed on the "1939 Wheat Listing Sheet -- Old Farms" in the following manner:
 - (a) The county office will add to the acres entered as item (2) of the county wheat data sheet such excess acres in the 3 percent reserve as are not used in accordance with paragraph (1) above.
 - (b) The number of acres resulting by such addition will be divided by the acreage entered as item (4) on the county wheat data sheet and the resulting percentage, carried to the nearest tenth of 1 percent, will be entered as a correction in item (5) of the county wheat data sheet.

- (c) The resulting corrected percentage entered in such item (5) will be applied to the acreage shown in item (6) of the county wheat data sheet and the resulting acreage inserted as a corrected entry in item (7) of the county wheat data sheet.
- (d) The corrected acreage in such item (7) will be divided by the sum of the entries in column 12 of the "1939 Wheat Listing Sheet -- Old Farms"; and
- (e) The resulting percentage, carried to the nearest tenth of 1 percent, will be applied to each of the entries in such column 12 and the result for each farm will be entered in column 13 as the adjusted 1939 wheat allotment for the farm.

Section VI. Fractions. Fractions of acres shall be expressed to the nearest whole tenth of an acre, and fractions in hundredths amounting to five or less shall be dropped, while those amounting to more than five hundredths shall be considered as a whole tenth. In the same manner, percentages shall be computed to the nearest tenth of one percent.

Section VII. Definitions. The terms "farm" and "cropland", as used in these instructions, are defined in the same manner as such terms are defined in NER-200, Revised, issued under the 1938 Agricultural Conservation Program.

Issued July 30, 1938, with the approval of the Administrator of the Agricultural Adjustment Administration.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division.

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NORTHEAST DIVISION

THE 1939 WHEAT PROGRAM IN THE NORTHEAST REGION

This statement answers briefly some of the questions that are being asked most frequently about the wheat program, such as: Why is there a wheat program? what are you asked to do if you cooperate in it? and what payment are you eligible to receive as at least partial compensation for the sacrifice you make for your cooperation? For more detailed information consult your county or community committeemen.

ACREAGE ALLOTMENTS FOR 1939 WHEAT SEEDING

1. (Q) Who makes the wheat allotments to farms?

(A) The 1939 wheat acreage allotment established for the county is apportioned among farms by the county agricultural conservation committee.

2. (Q) How is the size of the farm allotment determined?

(A) The allotment will as a rule be between 60 and 75 percent of the average acreage of wheat grown on the farm in the past 3 years. The county committee can make some adjustments for exceptional conditions. The amount of adjustment from normal acreage is uniform for all counties and "normal acreage" is computed in the same way for all counties in the country. In counties in which wheat acreage has expanded farthest beyond normal in the past year or two, the reduction from this expanded acreage is somewhat greater than in counties in which acreage has been more stable.

3. (Q) What does the allotment mean?

(A) It represents each farmer's share of a national acreage large enough to supply all the wheat that can be sold at fair prices at home and abroad. Each participating farmer will earn a payment, described later, if he does not seed to wheat more than the acreage in the allotment. If he seeds more than the allotment the agricultural conservation payment will be reduced for each excess acre. No price adjustment payment will be made to any farmer exceeding his wheat acreage allotment.

NORMAL YIELD

1. (Q) What does "normal yield" have to do with the program?

(A) The payment to each farm varies with the "normal yield" established for the farm.

2. (Q) Who sets the "normal yield" for the farm?

(A) The county committee, basing their decision on records of past yields on the farm, or, if records are lacking, the committee makes an appraisal.

THE PAYMENT

(Q) How much will the payment be?

(A) The payment in 1939 will be in two parts:

The first is the **conservation payment**. There are three factors used in computing this payment for any farm. They are: the acres in the allotment; the normal yield of the farm; and the rate of payment per bushel. The rate will be the same for the entire country and is expected to be somewhere between 16 and 18 cents per bushel. The exact amount cannot be computed until later, but the approximate amount has already been determined.

The conservation wheat payment is computed by multiplying the figures for these three factors together. To illustrate: If on "Sam Jones' farm" there is a wheat allotment of 10 acres and a normal yield of 20 bushels per acre, the payment would be calculated as follows:

multiplied by	10 acres—wheat allotment.
	20 bushels—normal yield per acre.
equals	200 bushels.
multiplied by	\$0.16 to \$0.18—national rate per bushel.
equals	\$32.00 to \$36.00—wheat conservation payment.

The second part of the payment is the **price-adjustment payment**. To growers in compliance with their allotments there will also be a price-adjustment payment using the same acre and yield figures but at a rate between 10 and 12 cents per bushel.

For "Sam Jones' farm" this would figure:

multiplied by	10 acres—wheat allotment.
	20 bushels—normal yield per acre.
equals	200 bushels.
multiplied by	\$0.10 to \$0.12—national rate per bushel.
equals	\$20.00 to \$24.00—price-adjustment payment.

Putting the 2 payments together, they figure:

multiplied by	10 acres—wheat allotment.
	20 bushels—normal yield per acre.
equals	200 bushels.
multiplied by	\$0.26 to \$0.30—conservation rate plus price-adjustment rate.
equals	\$52.00 to \$60.00—total wheat payment.

OVERPLANTING

(Q) If the farmer plants more than his acreage allotment, how much does he lose?

(A) No price-adjustment payment is made if the acreage exceeds the allotment and a deduction from the conservation payment of 50 cents a bushel of the normal yield of the acreage in excess of the allotment is made.

If, for instance, "Sam Jones," in the illustration, raised 12 acres of wheat he would get no price-adjustment payment and a deduction would be made as follows:

	2	acres—in excess of allotment.
multiplied by	20	bushels—normal yield per acre.
	<hr/>	
equals	40	bushels.
multiplied by	\$0. 50—	deduction per bushel from conservation payment.
	<hr/>	
equals	\$20. 00—	total deduction from conservation payment.

This would reduce Mr. Jones' wheat payment of from \$52 to \$60 to \$12 to \$16.

USE OF CROPLAND NOT IN THE WHEAT ALLOTMENT

- (Q) What can the farmer do with the acreage he customarily plants to wheat but that is not included in his allotment?

(A) He can use the cropland not planted to wheat in any way that is consistent with good farming and the purposes of the conservation program. The payment will be reduced if he takes action tending to defeat the purposes of the program and specific deductions will be made for the following:

(a) Increasing the acreage of commercial vegetables raised on the farm to more than the usual acreage if the total vegetable acreage is over 3 acres in 1939;

(b) Increasing the acreage of corn planted for grain to more than the usual acreage if the total acreage of corn for grain is over 10 acres in 1939;

(c) Increasing the acreage of potatoes planted to more than the allotted acreage or to more than 3 acres if there is no allotment;

(d) Increasing the acreage of tobacco to more than the allotted acreage.

It would *not* be good agricultural policy to relieve the wheat situation by shifting into these crops and creating difficulties for the farmers who produce them.

RELATION TO OTHER PARTS OF THE CONSERVATION PROGRAM

- (Q) Is it possible to get paid for carrying out soil-building practices without participating in the wheat program?

(A) The conservation program is one single program with one payment which covers both adjustment of acreages in accordance with wheat, potato, and tobacco allotments and the carrying out of soil-building practices. Any reduction in payment for exceeding an acreage allotment or exceeding the normal acreage of corn planted for grain or commercial vegetables applies to the entire conservation payment. The provisions of the 1939 program relating to potato and tobacco allotments and soil-building practices are expected to be very much like those in the 1938 conservation program.

MARKETING QUOTAS FOR WHEAT

1. (Q) Is there any limit on the number of bushels of wheat that may be sold in 1939?

(A) No; however, the Agricultural Adjustment Act of 1938 provides for establishing wheat-marketing quotas on each farm in the United States on which the normal production of wheat on the acreage planted for harvest in 1939 is more than 100

bushels. Quotas will not be in effect unless the national supply is excessive and more than two-thirds of the wheat growers who vote in a wheat referendum favor the quotas.

2. (Q) If the 1939 production on a farm exceeds the marketing quota established for the farm what becomes of the excess?

(A) The producer may store or use the wheat on the farm or sell it and pay the penalty of 15 cents per bushel of the excess marketed as provided in the Act.

REASONS FOR THE WHEAT PROGRAM

- (Q) Why do we have the wheat program?

(A) In the absence of a wheat program in 1938, we had a greatly expanded acreage with a good yield and a resulting production far in excess of requirements for domestic consumption and possible exports. As a consequence, wheat prices are disastrously low and the carry-over of wheat to next year will in all probability be abnormally large. A reduction in wheat acreage from over 80 millions in 1938 to 55 millions in 1939 is sought through the wheat program in order to bring supplies reasonably into line with market opportunities and to lay the basis for fair prices to farmers. The conservation program provides substantial payments to farmers to compensate them for the immediate cash sacrifice involved in uniting with the farmers of the entire country in a coordinated effort to restore wheat growing to a profitable basis.

Issued: October 22, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

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INSTRUCTIONS FOR DETERMINATION OF ELIGIBILITY FOR
1939 WHEAT PRICE-ADJUSTMENT PAYMENTS

Section I. Introduction

As soon as possible after these instructions are received in the county office, supervisors will visit each farm for which a 1939 wheat acreage allotment is established to determine whether the persons sharing in the wheat crop planted on the farm for harvest in 1939 are eligible to make application for a wheat price-adjustment payment. Wherever practicable, these farm visits may be combined with visits made to the farm for the purpose of checking performance under the 1938 Agricultural Conservation Program. However, county committees should not instruct supervisors to check planted wheat acreages in accordance with these instructions until such time as the wheat planted this fall is sufficiently above the ground so that the acreages planted to wheat may be readily determined.

In counties where Federal Crop Insurance policies are being issued, supervisors, at the time of making farm visits for purposes of checking wheat acreages in accordance with these instructions, will also complete Form FCI-3 in connection with the Federal Crop Insurance Program, as set forth in Form FCI-31, Supplement 18.

Section II. Entries to be Made in the County Office

A wheat price-adjustment report, NER-302, shall be filled out for each farm for which a 1939 wheat acreage allotment is established. The county office will enter in the upper right-hand corner the state and county code and farm serial number, and, in counties using aerial photography, there will also be entered the photo number for the farm and the number of the photograph on which the farm is shown.

There will be entered in Section I, the names of persons, insofar as they are known, who will be entitled to share in the 1939 wheat crop. In Column (A) will be shown the name of each such person; in Column (B) will be shown each person's relationship to the farm, such as owner, operator, share-tenant, or sharecropper; and in Column (C) will be shown the mail address of each such person.

In Section II, entitled "Location of Farm", the county office will insert the information called for in that section.

The county office will insert in Section V, Item I, the 1939 wheat acreage allotment for the farm. This allotment should be obtained from NER-303, Column 13, or NER-304, Column 6.

After the county office has completed the entries as indicated above, these forms shall be assigned to farm supervisors. A record of the forms assigned to supervisors should be made in the margin of the wheat listing sheets NER-303 and NER-304, showing the date the supervisor took the form, the date he returned it, the initials of the supervisor, and some indication as to whether a second check of the wheat acreage is to be made on the farm after the supervisor turns in his first report.

Section III. Entries to be Made by the Supervisors

Supervisors will obtain the following information and record such information on NER-302:

1. Persons Sharing in Wheat Crop. The supervisor will verify the entries already made by the county office in Section I, Columns (A), (B), and (C), and will enter in Column (D), opposite each person's name, the percentage share which each such person has in the wheat crop grown on the farm. In the event that no wheat is seeded on the farm for harvest in 1939, the supervisor will insert in Column (D) the percentage of the wheat crop to which such person would have been entitled if wheat had been seeded on the farm. The sum of all entries in Column (D) should equal 100.

2. Measurement of Wheat Acreages. On the back of NER-302, in Section VIII, the supervisor will sketch the fields which he finds have been planted to wheat on the farm for harvest in 1939. Wheat seeded for harvest in 1939 is defined as wheat planted for all purposes. The supervisor will also sketch the fields and parts of fields on which wheat has been seeded together with other grains, namely, rye and winter barley.

Except in counties using aerial photography, the supervisor will make the measurements and compute the acreages, showing all of his measurements and computations on the sketch map. The supervisor will also assign to each field or part of field, field letters and field subdivision numbers. As far as possible, these should in all cases agree with the lettering for the same fields on maps previously prepared for the farm. In that connection, it would be advisable for the supervisor to take with him on the farm visit the farm map most recently prepared for that farm.

Actual measurements will be made in all cases, except where actual measurements have been previously made and are available and on record in the county office.

In counties using aerial photography, the supervisor will take the photo with him and also will make on the back of NER-302 a sketch map of the fields planted to wheat and make any necessary measurements which will be plotted on the photograph in the county office so that the acreages of fields of wheat may be planimetered. In such counties also the supervisor will letter the fields shown on his sketch map on the back of NER-302 with the same letters as are shown on the photograph for the same fields.

3. Entries in Section III, Wheat Acreage. In counties where aerial photography is not available, the supervisor will transfer from the sketch map to Column (A) and (B) respectively of Section III the field letter and the acreages of wheat which he found in such fields. In Column (C) the supervisor will enter the kind of wheat planted, namely, winter or spring wheat. In the case of spring wheat, the entry will have to be made next spring when the acreage is determined.

In counties where aerial photography is available, the supervisor will transfer from the sketch map to Column (A) of Section III the field letters of fields planted to wheat which he has measured; and in Column (C) he will enter the kind of wheat, namely, winter or spring wheat. The acreage of each field for farms in such counties will be determined by planimeter operators in the county office.

In the event that no wheat is seeded on the farm for harvest in 1939, the supervisor will write in Column (C) the words, "No wheat seeded in 1939".

4. Entries to be Made in Section IV, Wheat Seeded with Other Grains. For all fields or parts of fields which the supervisor finds have been seeded with wheat and other grains, namely, rye or winter barley, in connection with which the other grain seed is at least 25% by weight of the entire seed mixture, the supervisor will transfer from his sketch map to Column (A) of Section IV the field letter or field subdivision number. In counties where aerial photography is not available, he will show in Column (B) the acreage planted to the mixed grain. In counties where aerial photography is available, such acreage will be determined by planimeter operators in the county office. In Column (C) the supervisor will insert the description of the mixed grain in each field or subdivision of the field, giving the name of the grains seeded other than wheat and the amount of other grain seeds in the mixture. In the event that no wheat is planted with other grains, namely, rye or winter barley, the supervisor will write in Column (C) the words, "No wheat seeded with other grains".

5. Small Wheat Allotment Farms in New York and Pennsylvania. For each farm in New York and Pennsylvania in connection with which the wheat allotment is eight acres or less, the supervisor will request the operator and other interested persons on the farm to determine whether the farm shall be considered as an allotment or a non-allotment farm with respect to

wheat in 1939. In this connection, the supervisor should be sufficiently informed with respect to the wheat program so that he may assist the farmer in making this determination.

6. Section VI. Certification of Operators.

A. Preliminary: The supervisor will determine for each farm whether the operator intends to plant more wheat than is planted on the farm at the time the supervisor makes his first visit. If it is determined that the operator will make additional plantings, either of winter wheat this fall or spring wheat in the spring of 1939, the supervisor should request the operator to sign the preliminary certification in Section VI, and insert in the space provided the date the operator signs. If additional wheat is to be planted at a later date, the supervisor should determine the approximate date on which the second check will be made and indicate such approximate date on the margin of the form.

B. Final: If the supervisor determines that no additional plantings of wheat will be made for harvest in 1939, he should request the operator to sign the final certification in Section VI, and insert in the space provided the date the operator signs.

7. Certification of Supervisor. After completing Form NER-302, the supervisor will sign the form in Section VII, indicating the date of the farm visit. In case a second visit to the farm is made, the supervisor who makes such second visit will sign the form at that time, indicating the date of such second visit.

Section IV. Completion of NER-302 in County Office

After NER-302 has been returned to the county office by the supervisor, the county office clerks will check the entries made by the supervisor to see that the acreages have been properly computed and the proper information with respect to field letters and acreages transferred correctly from the sketch map to Section III. In counties using aerial photography, planimeter operators will determine the acreages of wheat and wheat seeded with other grains as found by the supervisor, and will make the proper entries in Column (B) of both Section III and Section IV of NER-302.

As soon as each NER-302 is returned by the supervisor with the final certification signed by the operator in Section VI, and the data for the farm have been checked by the county office, the county office will note on NER-303 and NER-304 by means of some usable symbol opposite the serial number for the farm that the farm has been completely checked with respect to the acreage of wheat planted for harvest in 1939.

All such completed Forms NER-302 will be filed together in a separate file pending further instructions.

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NORTHEAST DIVISION Agriculture

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN CONNECTICUT

The 1939 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves and assuring consumers plenty of supplies.

In 1939, as in 1938, cooperating farmers in Connecticut will be offered payments which they can earn in two ways: (1) By using approved soil-building practices and (2) in some cases, by staying within acreage allotments for potatoes, tobacco, and vegetables.

LARGEST POSSIBLE SOIL-BUILDING PAYMENT

Each Connecticut farmer who takes part in this program is expected to use one or more of the approved soil-building practices which are good for his farm. In order that the farmer will know how many practices he may carry out and for which he can earn payment, a **largest possible soil-building payment** will be computed for his farm. This **largest possible soil-building payment** is found by adding all of the following items which apply to the farm:

70 cents times the acreage of cropland on the farm, not counting acreage in bearing orchards and in the potato and tobacco allotments;

\$2 times the acreage of bearing orchards on the farm on January 1, 1939; and

40 cents times the acreage of fenced, noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in Connecticut may carry out and for which they can earn payment under the 1939 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on any farm, payment at the rate indicated in the description of the practices will be allowed toward earning the **largest possible soil-building payment** established for the farm. However, the payment computed for carrying out practices cannot be larger than the **largest possible soil-building payment**.

Practice No. 1.—Liming Cropland, Orchards, or Pasture Land: *Rate of Payment*—

Fairfield and Litchfield Counties: \$1.50 for each 1,000 pounds of standard ground limestone or its equivalent.

All other counties in the State: \$1.50 for each 800 pounds of standard ground limestone or its equivalent.

The application per acre of at least 1,000 pounds of standard ground limestone, or its equivalent to cropland, permanent pasture land, or commercial orchard land.

When the limestone is applied to cropland or cultivated orchard land, it must be worked into the soil, preferably at least 6 months before a legume seeding is made. Each acre of pasture land or orchard sod treated with lime should have an application of at least 300 pounds of 20 percent superphosphate, or the equivalent.

Standard ground limestone is limestone which will analyze at least 50 percent total calcium oxide neutralizing equivalents, 100 percent of which will pass through a 20-mesh sieve and at least 50 percent of which will pass through a 100-mesh sieve.

750 pounds of hydrated lime, 500 pounds of burnt lime, 1,000 pounds of ground oyster shell, or 1,000 pounds of button dust are equivalent to 1,000 pounds of standard ground limestone.

Practice No. 2.—Applying Superphosphate: *Rate of Payment*, \$1.50 for Each 240 Pounds of 20 Percent Superphosphate or Its Equivalent

The application of at least 100 pounds per acre of 20 percent superphosphate or its equivalent to perennial or biennial legumes, or in connection with the seeding of those legumes; or to established grasses in orchards or permanent pasture. When superphosphate is applied in connection with a seeding made in a nurse crop that is harvested for grain, 160 pounds of 20 percent superphosphate per acre will be deducted.

Payment also will be allowed for the use of superphosphate in stables to reinforce manure which is to be applied to hay, pasture, or orchard sod.

Quantities of other grades of superphosphate may be substituted for the 240 pounds 20 percent superphosphate: For example, 300 pounds 16 percent superphosphate, 150 pounds 32 percent superphosphate, 120 pounds 40 percent superphosphate, or the quantity of other fertilizers that furnish 48 pounds of available phosphoric acid.

Practice No. 3.—Applying Muriate of Potash: *Rate of Payment*, \$0.75 for Each 100 Pounds of 50 Percent Muriate of Potash or the Equivalent

The application of at least 100 pounds per acre of 50 percent muriate of potash or its equivalent in connection with the seeding of clover or alfalfa or on established stands of alfalfa.

Legumes such as alfalfa and clover require considerable potash. As a rule potash or manure should be applied at time of seeding. Some soils become deficient in potash more rapidly than others and require annual applications of potash to grow alfalfa.

Practice No. 4.—Cover Crops and Green Manure Crops: *Rate of Payment, \$1.50 per Acre*

The plowing or disking under of a good stand and a good growth of (1) biennial or perennial legumes or grasses for which no payment for seeding is allowed in 1939 and, except in orchards, from which no crop of such legumes or grasses has ever been harvested; (2) annual legumes; (3) annual grasses; or (4) small grains. If the crop is one which is normally winter-killed, payment will be allowed for leaving a good stand and a good growth of such crop on the land instead of plowing or disking it under.

If the crop is one which is grown in a commercial orchard and has not been harvested in 1939, payment will be allowed for cutting and leaving an evenly distributed good stand and good growth of such crop on the land.

It is not generally good farming practice to plow down green manure crops if it will result in leaving the land unprotected during the winter. It is recommended, therefore, that such crops be left on the land as a winter cover wherever it is possible.

Practice No. 5.—Mulching Orchard Land: *Rate of Payment, \$1.50 per Ton*

The application of at least 2 tons per acre of air-dried straw or equivalent mulching material to orchard land as a mulch, if all materials produced on the land during 1939 from grasses, legumes, green manure crops, or cover crops are left on the land.

The purpose of mulching is to renew or increase the organic matter in orchard land. This practice is of value where it is costly or difficult to renew the organic matter by using animal or green manure.

<i>Recommended mulching material</i>	<i>Percentage of weight for credit</i>
1. Air-dried straw-----	100
2. Air-dried tame or marsh hay-----	100
3. Green tame or marsh hay-----	50
4. Other materials approved by the State committee.	

Practice No. 6.—Seeding Clover: *Rate of Payment, \$1.50 per Acre*

The seeding per acre of mixtures containing at least 6 pounds of hardy northern-grown red clover seed or 4 pounds of alsike clover seed, or mixtures containing at least 4 pounds red clover seed and 2 pounds alsike clover seed. One pound per acre of ladino clover seed

may be substituted for 2 pounds red clover seed or 1 pound alsike clover seed in any mixture.

Seeding shall be made on land prepared by the application of either: (1) 3,000 pounds of standard ground limestone or its equivalent and 400 pounds of 20 percent superphosphate or its equivalent; or (2) liming materials and superphosphate according to requirements as shown by a soil test which conforms with the regulations of the State committee.

Practice No. 7.—Seeding Ladino Clover: *Rate of Payment*, \$3 per Acre

The seeding of pasture mixtures containing at least 2 pounds of ladino clover per acre.

Seeding shall be made on land prepared by the application of either (1) 3,000 pounds per acre of standard ground limestone or its equivalent and 400 pounds of 20 percent superphosphate or its equivalent; or (2) liming materials and superphosphate according to requirements as shown by a soil test which conforms with the regulations of the State committee.

Practice No. 8.—Seeding Alfalfa: *Rate of Payment*, \$3 per Acre

On land adapted to alfalfa the seeding of at least 10 pounds per acre of verified or certified hardy, northern-grown domestic or Canadian alfalfa seed, alone or in mixtures.

Seeding shall be made on land prepared by the application of either: (1) 6,000 pounds of standard ground limestone or its equivalent, 400 pounds of 20 percent superphosphate or its equivalent, and 100 pounds of 50 percent muriate of potash or its equivalent; or (2) liming material, superphosphate, and potash, according to requirements as shown by a soil test which conforms with the regulations of the State committee.

Practice No. 9.—Woodland Management: *Rate of Payment*, \$3 per Acre

The improvement of the stand of forest trees by thinning, weeding, or pruning, to develop at least 100 potential timber trees of desirable species, well distributed over each acre of woodland improved.

Operators shall obtain prior approval from the county committee and carry out the practice in accordance with instructions issued by the Extension Forester.

Practice No. 10.—Planting Forest Trees: *Rate of Payment*, \$7.50 per Acre

The planting of transplanted forest trees at the rate of at least 1,000 trees per acre in accordance with instructions of the Extension Forester.

In woodlands which have been severely damaged by storm, 1,000 trees planted in the damaged area shall be considered as an acre, even though they may be distributed over a larger area.

Practice No. 11.—Terracing: *Rate of Payment*, \$1.50 for 200 Linear Feet

The construction of diversion ditches, for which proper outlets are provided. This practice is to be carried out according to plans approved in advance by the county committee and based on the recommendations of the Soil Conservation Service or the Connecticut State College Extension Service.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the **largest possible soil-building payment**. If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, and materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the **largest possible soil-building payment**.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

**AMOUNT OF PAYMENT EARNED ON FARMS WITH
NO ALLOTMENTS**

On a farm which does not have an acreage allotment the total payment for the year will be computed as follows:

Add together the payments for each soil building practice carried out at the rate shown in the description of the practice. However, the total payment computed for carrying out soil-building practices shall not be larger than the **largest possible soil-building payment**.

Then subtract \$20 for each acre of vegetables planted for market (including potatoes) in excess of 3 acres.

ACREAGE ALLOTMENTS

In 1939 acreage allotments will be set by county committees in a manner very similar to that in which they were set in 1938.

Potato allotments will be set on farms that usually grow more than 3 acres of potatoes.

Tobacco allotments will be set on farms which usually grow tobacco.

If more than 8 acres of corn for grain are usually grown on a farm with a potato or tobacco allotment, a usual acreage of corn for grain will also be set for that farm.

Vegetable allotments will be set on farms that planted in 1936 and 1937 an average of 3 or more acres of vegetables to be sold off the farm.

AMOUNT OF PAYMENT EARNED ON ALLOTMENT FARMS

The amount that is earned on any farm with an allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any, which apply:

ALL ALLOTMENT FARMS

A **payment** at the rate shown in the description of the practice will be computed for each soil-building practice carried out. **The total payment computed for carrying out soil-building practices shall not exceed the "largest possible soil-building payment."**

FARMS WITH POTATO OR TOBACCO ALLOTMENTS

Potatoes.—A **payment** of 3 cents per bushel times the normal yield of potatoes per acre will be computed for each acre in the potato allotment or for 125 percent of the acreage planted to potatoes, whichever is smaller.

A **deduction** of 30 cents per bushel times the normal yield will be made for each acre planted to potatoes over the potato allotment.

If a farmer expects to harvest corn for grain or plant vegetables, he should read the deduction paragraph for each of these crops.

Tobacco.—A **payment** of 1 cent per pound times the normal yield will be computed for each acre in the tobacco allotment.

A **deduction** of 8 cents per pound times the normal yield will be made for each acre of tobacco harvested over the tobacco allotment.

If a farmer expects to harvest corn for grain, or plant vegetables or potatoes, he should read the deduction paragraph for corn for grain, or vegetables.

Corn for grain.—A **deduction** of \$10 will be made on potato or tobacco allotment farms for each acre of corn harvested for grain over the usual acreage set for the farm. If no usual acreage is set for the farm, \$10 will be deducted for each acre of corn harvested for grain over 8 acres.

FARMS WITH VEGETABLE ALLOTMENTS

A **payment** of \$1.50 will be computed for each acre in the vegetable allotment or for 125 percent of the acreage planted to vegetables, whichever is smaller.

A **deduction** of \$20 will be made for each acre planted to vegetables over the vegetable allotment. If the farm has no vegetable allotment, \$20 will be deducted for each acre over 3 acres planted to

commercial vegetables, including potatoes on a farm with no potato allotment.

INCREASE OF PAYMENTS

There will be added to each person's share of the farm payment, if that share is less than \$200, the amount of increase indicated in the following:

<i>Payment earned</i>	<i>Amount of increase</i>
\$20 or less-----	40 percent.
\$21 to \$40-----	\$8, plus 20 percent of amount over \$20.
\$41 to \$60-----	\$12, plus 10 percent of amount over \$40.
\$61 to \$186-----	\$14.
\$187 to \$200-----	Enough to increase payment to \$200.

ADMINISTRATIVE EXPENSE

There will be deducted from each person's payment, his share of the expense of administering the program in his county.

FURNISHING MATERIALS IN LIEU OF PAYMENTS

Superphosphate and liming material will be furnished in some counties in Connecticut to farmers who want those materials in place of a payment. Complete instructions for handling this provision will be furnished the county committees and will be available in time to get the materials to the farmers before the spring operations begin.

A. W. MANCHESTER,
Director, Northeast Division,
Agricultural Adjustment Administration.
 RAYMOND K. CLAPP, *State Executive Officer.*
 BEN. F. DIBBLE,
 EDWARD J. GRAHAM, JR.
 JULIAN B. THAYER,
 FRANKLIN W. WOODING,
 DONALD J. GRANT,
 ROGER B. CORBETT, *Director of Extension,*
State Committee.



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Issued January 9, 1939.

United States Department of Agriculture
Agricultural Adjustment Administration

1939 Agricultural Conservation Program - Northeast Region

WOODLAND REHABILITATION PRACTICE ON HURRICANE DEVASTATED WOODLANDS

This practice may be carried out on woodlands in all counties in New Hampshire and Rhode Island; in all counties in Massachusetts, except Barnstable and Berkshire Counties; in all counties in Connecticut, except Fairfield and Litchfield Counties; in Nassau and Suffolk Counties of New York; in Cumberland, Oxford, and York Counties of Maine; and in Caledonia, Chittenden, Essex, Franklin, Lamoille, Orange, Orleans, Washington, Windham, and Windsor Counties of Vermont.

Practice No. 12 in Connecticut
Practice No. 16 in Maine
Practice No. 19 in Massachusetts
Practice No. 15 in New Hampshire
Practice No. 21 in New York
Practice No. 18 in Rhode Island
Practice No. 9 in Vermont

Rate of Payment: \$4.00 per Acre.

The elimination of fire hazards resulting from hurricane damage, the improvement of the remaining stand of trees, and the provision for the restoration of a full stand of forest trees in an area of hurricane damaged woodland.

An area shall be considered damaged by the hurricane when the productive condition of the residual stand has been impaired and when fallen trees, slash, and debris interfere with the satisfactory natural restocking of the area or constitute a substantial fire hazard.

This practice shall be carried out in the following manner:

- (1) Desirable young trees already established and the good remaining timber trees must be protected from injury when the land is being rehabilitated. Uprooted trees that are leaning against good remaining crop trees must be cut down.
- (2) On areas where 50 percent or more of the stand is down, progressive burning of slash in piles as logging or clean-up proceeds to substantially reduce fire hazard

and to leave the area sufficiently open to permit satisfactory development of reproduction is required. Large limbs and trunks need not be burned.

- (3) On areas where less than 50 percent of the stand is down all slash, except in beech, birch, and maple stands, must be lopped and scattered so as not to interfere with the growth of the small young trees.
- (4) In hardwood stands where damaged trees interfere with growth of the stand, broken trees must be cut so as to leave the growing space available for desirable crop trees.

Woodland owners shall obtain prior approval from authorized Agricultural Conservation Program supervisors or committeemen before payment will be allowed for performing this practice.

Payment will be computed for each acre on which this practice is carried out up to 15 acres. This payment item will be in addition to the "largest possible soil-building payment" and the allotment payments and will be counted with these items in computing the increase of payments for the farm. However, the performance of this practice cannot be counted toward earning the "largest possible soil-building payment" for the farm.

Payment will not be allowed for any other woodland improvement practice except the planting of forest trees carried out in woodland areas on which payment is allowed for this practice.

All of the other/^{regulatory} provisions of the 1939 Agricultural Conservation Program will apply to this practice.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN CONNECTICUT

The matter in Practice No. 1 which reads as follows:

"Practice No. 1.-Liming Cropland, Orchards, or Pasture Land:

Rate of Payment -

Fairfield and Litchfield Counties:

\$1.50 for each 1,000 pounds of standard ground limestone
or its equivalent.

All other counties in the State:

\$1.50 for each 800 pounds of standard ground limestone
or its equivalent."

is hereby stricken out and the following is inserted in lieu thereof:

Practice No. 1.-Liming Cropland, Orchards, or Pasture Land:

Rate of Payment -

Fairfield and Litchfield Counties:

\$1.50 for each 800 pounds of standard ground limestone
or its equivalent.

All other counties in the State:

\$1.50 for each 666 pounds of standard ground limestone
or its equivalent.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

JUL 20 1939

U. S. Department of Agriculture

Northeast Division

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN CONNECTICUT

Supplement (3)

The second paragraph of Practice No. 4, "Cover Crops and Green Manure Crops," is hereby amended to read as follows:

If the crop is one which is grown in a commercial orchard and has not been harvested in 1939, payment will be allowed for cutting and leaving an evenly distributed good stand and good growth of such crop on the land, except that cutting is not required in blocks of trees damaged by the hurricane.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

AUG 16 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN CONNECTICUT

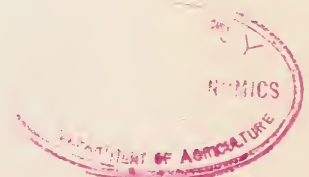
Supplement (3)

The second paragraph of Practice No. 4, "Cover Crops and Green Manure Crops," is hereby amended to read as follows:

If the crop is one which is grown in a commercial orchard and has not been harvested in 1939, payment will be allowed for cutting and leaving an evenly distributed good stand and good growth of such crop on the land, except that cutting is not required in blocks of trees damaged by the hurricane.

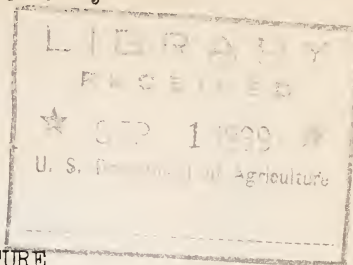
A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.



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Issued July 1939



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

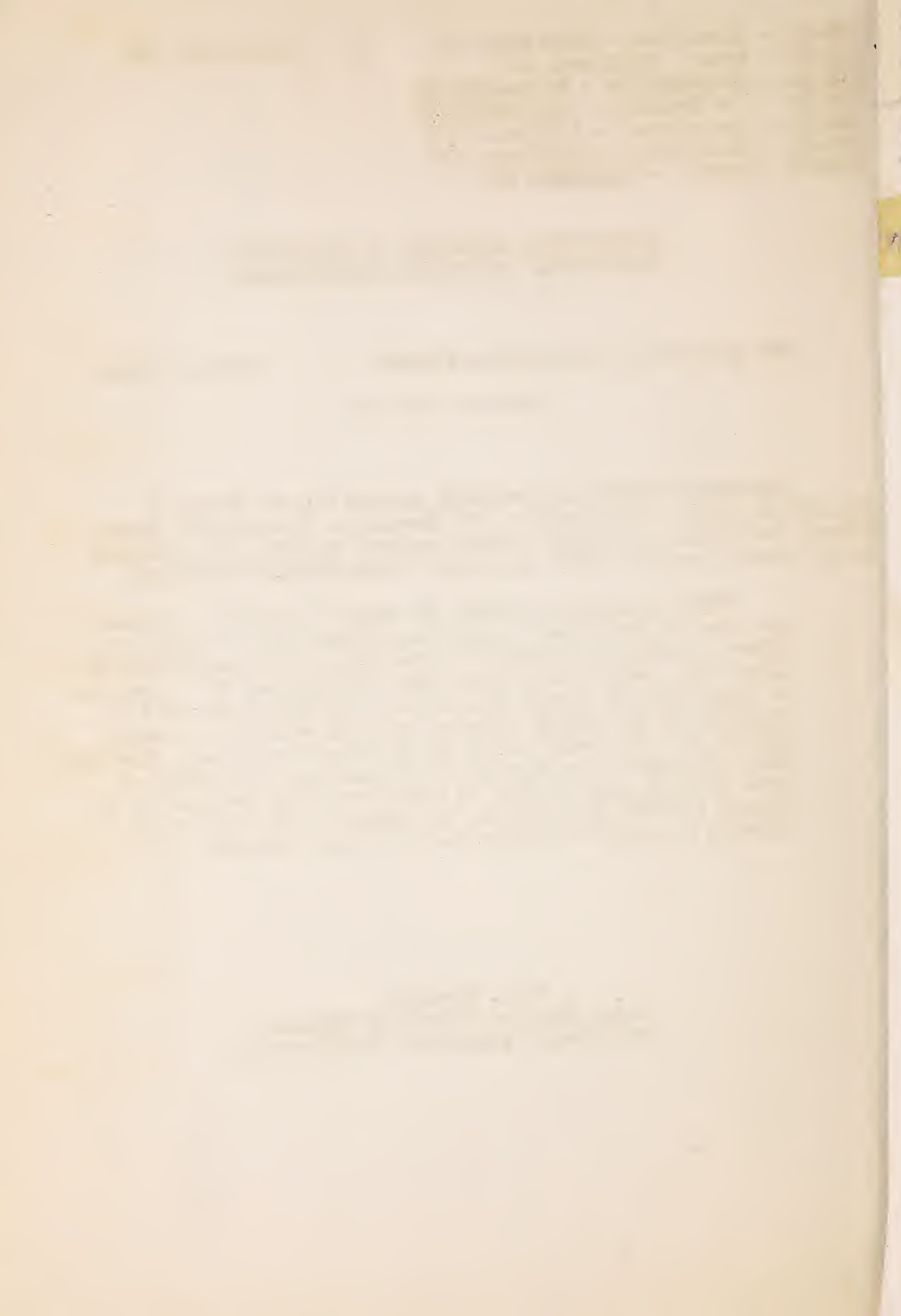
1939 Agricultural Conservation Program - Northeast Region

Northeast Division

Bulletins NER-310 as previously amended for the States of Connecticut, Maine, Massachusetts, New Hampshire, Pennsylvania, Rhode Island, and Vermont are hereby further amended by adding the following as the second paragraph under the heading "SOIL-BUILDING PRACTICES":

When determining whether the amount of material applied per acre was sufficient to meet the minimum rate of application under a practice prescribed for the State, it is permissible to allow a 10 percent tolerance. Where the payment for a practice is based upon the amount of material applied, payment will be computed for the actual amount of material used if the amount applied per acre comes within the 10 percent tolerance. However, where the payment for a practice is based upon the number of acres treated, payment will be computed for the practice on the acreage to which the practice was applied if the application of material per acre was within the 10 percent tolerance.

F. B. Northrup,
Acting Director, Northeast Division,
Agricultural Adjustment Administration.



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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTHEAST DIVISION

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN MAINE

The 1939 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves, and assuring consumers plenty of supplies.

In 1939, as in 1938, cooperating farmers in Maine will be offered payments which they can earn in two ways: (1) By using approved soil-building practices and (2) in some cases, by staying within acreage allotments for potatoes, wheat, and vegetables.

LARGEST POSSIBLE SOIL-BUILDING PAYMENT

Each Maine farmer who takes part in this program is expected to use one or more of the approved soil-building practices which are good for his farm. In order that the farmer will know how many practices he may carry out and for which he can earn payment, a **largest possible soil-building payment** will be computed for his farm. This **largest possible soil-building payment** is found by adding all of the following items which apply to the farm:

70 cents times the acreage of cropland on the farm, not counting acreage in bearing orchards and in the potato and wheat allotments;

\$2 times the acreage of bearing orchards on the farm on January 1, 1939; and

40 cents times the acreage of fenced, noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in Maine may carry out and for which they can earn payment under the 1939 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on any farm, payment at the rate indicated in the description of the practice will be allowed toward earning the **largest possible soil-building payment** established for the farm. However, the payment computed for carrying out practices cannot be larger than the **largest possible soil-building payment**.

Practice No. 1.—Seeding Biennial Legumes: *Rate of Payment*, \$1.50 per Acre

The seeding of biennial legumes or mixtures of timothy or red-top and legumes. When medium red clover is used, it must be hardy northern-grown. Payment will not be allowed for this practice if such seedings are plowed or disked under for green manure in 1939.

If the stand is unsatisfactory, the farmer must submit to his county committee a soil test which conforms with the regulations of the State committee or other evidence that enough lime, fertilizer, and seed were used ordinarily to assure a good stand.

Practice No. 2.—Seeding Alfalfa: *Rate of Payment*, \$3 per Acre

On land properly drained, the sowing of at least 15 pounds per acre of hardy, adapted, northern-grown domestic or Canadian alfalfa seed.

If the stand is unsatisfactory, the farmer must submit to his county committee a soil test which conforms with the regulations of the State committee or other evidence that enough lime, fertilizer, and seed were used ordinarily to assure a good stand.

Practice No. 3.—Seeding Permanent Pasture: *Rate of Payment*, \$3 per Acre

The sowing of a permanent pasture mixture containing at least 2 pounds per acre of ladino clover.

Payment will not be allowed for this practice unless there has been applied to the land in preparation for seeding at least 1,000 pounds per acre of calcium oxide neutralizing equivalent, 50 pounds of phosphoric acid, and 40 pounds of potash.

Practice No. 4.—Reseeding Depleted Pastures: *Rate of Payment*, \$1.50 for Each 10 Pounds of Seed but not in Excess of \$1.50 per Acre so Seeded

The reseeding of depleted established pastures with good seed of adapted pasture grasses or grasses and legumes.

If the stand is unsatisfactory, the farmer must submit to his county committee a soil test which conforms with the regulations of the State committee or other evidence that enough lime, fertilizer, and seed were used ordinarily to assure a good stand.

Practice No. 5.—Applying Available Phosphoric Acid: *Rate of Payment*, \$1.50 for Each 48 Pounds

The application of at least 32 pounds per acre of available phosphoric acid in connection with the seeding of biennial or perennial legumes, perennial grasses, winter legumes, or permanent pastures or on established orchard, pasture, or hayland sod.

On livestock farms, at least 25 percent of the phosphoric acid used under the program should be incorporated in manure prior to storage, or in the gutter when manure is hauled directly to the field. Payment will be allowed for the phosphoric acid used with manure only if the

manure is applied to or in connection with the seeding of biennial or perennial legumes, perennial grasses, winter legumes, or permanent pastures.

When phosphoric acid is used on a nurse crop which is harvested for grain, 32 pounds per acre will be deducted.

Practice No. 6.—Applying Available Potash: *Rate of Payment, \$1.50 for Each 100 Pounds*

The application of at least 20 pounds per acre of available potash in connection with the seeding of biennial or perennial legumes, perennial grasses, winter legumes, or permanent pastures; or on established orchard, pasture, or hayland sod.

Practice No. 7.—Liming Cropland, Pasture Land, or Orchards: *Rate of Payment—*

Pulverized or ground limestone:

\$1.50 for each 300 pounds of calcium oxide neutralizing equivalents which will pass through a 20-mesh sieve.

Hydrated lime, quicklime, or wood ashes:

\$1.50 for each 300 pounds of calcium oxide neutralizing equivalents.

Field-dug marl:

\$1.50 for each cubic yard of marl.

Pulp mill lime analyzing at least 40-percent calcium oxide neutralizing equivalent:

\$2.25 for each cubic yard.

Dump lime analyzing at least 30-percent calcium oxide neutralizing equivalent:

\$1.20 per cubic yard.

(1) The application of at least 500 pounds per acre of calcium oxide equivalent to orchards, pasture land, or cropland which is not used for the production of potatoes.

(2) The application of not more than 500 pounds per acre of calcium oxide equivalent to land in a potato rotation in preparation for seeding legumes or grasses.

(3) The application before July 15, 1939, to land which will not be planted to potatoes in 1939 of not more than 500 pounds per acre of calcium oxide equivalent.

Payment will not be allowed for the application of liming material to land which is to be planted to potatoes in 1939. This does not prohibit applying liming material in accordance with items 2 or 3 after the 1939 crop of potatoes is harvested.

Payment will not be allowed for the application of any liming material which is disapproved by the county committee.

One hundred pounds of magnesium oxide is equivalent in neutralizing value to 140 pounds of calcium oxide.

Recommended liming materials.—Hydrated lime, pulverized or ground limestone, marl, wood ashes, pulp mill lime, dump lime, or other material approved by the State committee.

Practice No. 8.—Green Manure: *Rate of Payment*, \$1.50 per Acre

The plowing or disking under of a good stand and a good growth of (1) biennial or perennial legumes or grasses for which no payment for seeding is allowed in 1939 and, except in orchards, from which no crop of such legumes or grasses has ever been harvested; (2) annual legumes; (3) annual grasses; or (4) small grains. If the crop is one which is normally winter-killed, payment will be allowed for leaving a good stand and a good growth on the land instead of plowing or disking it under.

If the crop is grown in orchards and sufficient fertilizing material has been applied to attain a good stand and a good growth of such crop evenly distributed on the land, payment will be allowed for cutting and leaving it on the land instead of plowing or disking it under.

If on land in a potato rotation the first crop of second-year clover is cut and left on the land and the second crop is plowed or disked under after August 15, 1939, payment will be allowed for the use of each crop as a green manure crop.

Practice No. 9.—Stripcropping: *Rate of Payment*, \$0.75 for Each 2 Acres

The planting of cropland in strips, on the contour. Strips of inter-tilled crops must be separated by strips of close-growing crops.

Operators must obtain the approval of the county committee and instructions from the Soil Conservation Service or the Extension Service before performing this practice.

Practice No. 10.—Contour Cultivation: *Rate of Payment*, \$0.75 for Each 4 Acres

The farming of intertilled crops on the contour.

Operators must obtain the approval of the county committee and instructions from the Soil Conservation Service or the Extension Service before performing this practice.

Practice No. 11.—Terracing: *Rate of Payment*, \$1.50 for Each 200 Linear Feet

The construction of standard terrace for which proper outlets are provided.

Operators must obtain the approval of the county committee and instructions from the Soil Conservation Service or the Extension Service before performing this practice.

Practice No. 12.—Mulching Orchards: *Rate of Payment*, \$1.50 per Ton

The application of at least 1 ton per acre of mulching material to orchards in addition to leaving on the land all materials produced

thereon during 1939 from grasses, legumes, green manure, or cover crops.

<i>Mulching materials</i>	<i>Percentage of weight for credit</i>
1. Air-dried straw-----	100
2. Air-dried tame or marsh hay-----	100
3. Green tame or marsh hay-----	50
4. Air-dried peat-----	100
5. Wet peat-----	50
6. Seaweed (dry)-----	100
7. Seaweed (wet)-----	25
8. Poultry litter (dry)-----	100
9. Poultry litter (wet)-----	50
10. Bedding material, small amount of manure-----	50
11. Pea waste (wet)-----	50
12. Other materials approved by the State committee.	

Practice No. 13.—Improving Woodlands: Rate of Payment, \$3 per Acre

The improvement of the stand of forest trees by thinning, weeding, or pruning to develop at least 100 potential timber trees of desirable species well distributed over each acre of woodland improved. The approval of the county committee shall be obtained before carrying out this practice.

Payment will not be allowed for weeding and thinning on the same area.

If pruning is one of the practices used, it shall be confined to pine not over 8 inches in diameter and must be done with a saw or pruning shears after the area has been properly thinned.

Practice No. 14.—Excluding Livestock from Farm Woodland: Rate of Payment, \$0.75 for Each 2 Acres

The restoration of farm woodland previously used for pasture by excluding livestock.

Payment will be allowed for each acre of farm woodland, including maple sugar orchards, from which livestock are excluded, but not in excess of 2 acres for each animal unit which is normally allowed to graze in the woodland.

NOTE.—Animal unit means one cow, one horse, five sheep, five goats, two calves, or two colts, or the equivalent thereof.

The operator must obtain approval of the county committee before performing this practice.

Practice No. 15.—Planting Forest Trees: Rate of Payment, \$7.50 per Acre

The planting of transplanted forest trees of approved species at the rate of at least 1,000 trees per acre, spaced about 6 by 6 feet. In woodlands which have been severely damaged by storm 1,000 trees

planted in the damaged area shall be considered as an acre, even though they may be distributed over a larger area.

Species recommended for planting are: White pine, when currant and gooseberry bushes have been cleaned out of the area; red (Norway) pine; red spruce; Norway spruce; Scotch pine in mixed planting; and hybrid poplars. Other species must be approved by the State committee.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the **largest possible soil-building payment**. If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, and materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the **largest possible soil-building payment**.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which does not have an acreage allotment, the total payment for the year will be computed as follows:

Add together the payments for each soil-building practice carried out, at the rate shown in the description of the practice. However, the total payment computed for carrying out soil-building practices shall not be larger than the **largest possible soil-building payment**.

In Cumberland County then subtract \$20 for each acre of vegetables planted for market (including potatoes) in excess of 3 acres and in all other counties subtract 30 cents per bushel times the normal yield for each acre planted to potatoes in excess of 3 acres.

ACREAGE ALLOTMENTS

In 1939 acreage allotments will be set by county committees in a manner very similar to that in which they were set in 1938.

Potato allotments will be set on farms that usually grow more than 3 acres of potatoes.

Tobacco allotments will be set on farms which usually grow tobacco.

Wheat allotments will be set for farms which usually grow and market more than 100 bushels of wheat each year. A usual acreage of wheat harvested will be set for each farm which usually grows more than 8 acres of wheat for harvest as grain or hay.

If more than 8 acres of corn for grain are usually grown on a farm with a potato, wheat, or tobacco allotment, a usual acreage of corn for grain will also be set for that farm.

Vegetable allotments will be set on farms in Cumberland County that planted in 1936 and 1937 an average of 3 or more acres of vegetables to be sold off the farm.

AMOUNT OF PAYMENT EARNED ON ALLOTMENT FARMS

The amount that is earned on any farm with an allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any, which apply:

ALL ALLOTMENT FARMS

A payment at the rate shown in the description of the practice will be computed for each soil-building practice carried out. **The total payment computed for carrying out soil-building practices shall not exceed the largest possible soil-building payment.**

FARMS WITH POTATO OR TOBACCO ALLOTMENTS

Potatoes.—A payment of 3 cents per bushel times the normal yield of potatoes per acre will be computed for each acre in the potato allotment, or for 125 percent of the acreage planted to potatoes, whichever is smaller.

A deduction of 30 cents per bushel times the normal yield will be made for each acre planted to potatoes over the potato allotment. If the farm has no potato allotment and is not located in Cumberland County, a deduction at the same rate will be made for each acre planted to potatoes over 3 acres.

If a farmer is growing wheat or expects to harvest corn for grain or plant vegetables in Cumberland County, he should read the deduction paragraph for each of these crops.

Wheat.—A payment of 17 cents per bushel times the normal yield will be computed for each acre in the wheat allotment or for 125 percent of the acreage planted to wheat, whichever is smaller.

A deduction of 50 cents per bushel times the normal yield will be made for each acre planted to wheat over the wheat allotment. If the farm has no wheat allotment, a deduction at the same rate will be made for each acre of wheat harvested for grain or hay over the usual acreage of wheat set for the farm or 8 acres of wheat, whichever is larger.

If a farmer expects to harvest corn for grain, or plant potatoes, he should read the deduction paragraph for corn for grain, or potatoes.

Corn for grain.—A deduction of \$10 will be made on potato or wheat allotment farms for each acre of corn harvested for grain over the usual acreage set for the farm. If no usual acreage is set for the

farm, \$10 will be deducted for each acre of corn harvested for grain over 8 acres.

FARMS WITH VEGETABLE ALLOTMENTS IN CUMBERLAND COUNTY

A **payment** of \$1.50 will be computed for each acre in the vegetable allotment or for 125 percent of the acreage planted to vegetables, whichever is smaller.

A **deduction** of \$20 will be made for each acre planted to vegetables over the vegetable allotment. If the farm has no vegetable allotment, \$20 will be deducted for each acre over 3 acres planted to commercial vegetables, including potatoes on a farm with no potato allotment.

INCREASE OF PAYMENTS

There will be added to each person's share of the farm payment, if that share is less than \$200, the amount of increase indicated in the following:

<i>Payment earned</i>	<i>Amount of increase</i>
\$20 or less -----	40 percent.
\$21 to \$40 -----	\$8, plus 20 percent of amount over \$20.
\$41 to \$60 -----	\$12, plus 10 percent of amount over \$40.
\$61 to \$186 -----	\$14.
\$187 to \$200 -----	Enough to increase payment to \$200.

ADMINISTRATIVE EXPENSE

There will be deducted from each person's payment, his share of the expense of administering the program in his county.

FURNISHING MATERIALS IN LIEU OF PAYMENTS

Superphosphate and liming material will be furnished in some counties in Maine to farmers who want those materials in place of a payment. Complete instructions for handling this provision will be furnished the county committees and will be available in time to get the materials to the farmers before the spring operations begin.

A. W. MANCHESTER,
Director, Northeast Division,
Agricultural Adjustment Administration.

A. K. GARDNER,
State Executive Officer.

CARL SMITH,
FRANK W. HUSSEY,
FRED NUTTER,
HAROLD SHAW,
DEAN A. L. DEERING, *Director*
of Extension,
State Committee.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTHEAST DIVISION

OUTLINE OF THE 1939 AGRICULTURAL CONSER- VATION PROGRAM IN MASSACHUSETTS

The 1939 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves and assuring consumers plenty of supplies.

In 1939, as in 1938, cooperating farmers in Massachusetts will be offered payments which they can earn in two ways: (1) By using approved soil-building practices and (2) in some cases, by staying within acreage allotments for potatoes, tobacco, and vegetables.

LARGEST POSSIBLE SOIL-BUILDING PAYMENT

Each Massachusetts farmer who takes part in this program is expected to use one or more of the approved soil-building practices which are good for his farm. In order that the farmer will know how many practices he may carry out and for which he can earn payment, a **largest possible soil-building payment** will be computed for his farm. This **largest possible soil-building payment** is found by adding all of the following items which apply to the farm:

Seventy cents times the acreage of cropland on the farm, not counting acreage in bearing orchards and in the potato and tobacco allotments;

Two dollars times the acreage of bearing orchards on the farm on January 1, 1939; and

Forty cents times the acreage of fenced, noncrop, open pasture land in excess of one-half the acreage of cropland on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in Massachusetts may carry out and for which they can earn payment under the 1939 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on any farm, payment at the rate indicated in the description of the practice will be allowed toward earning the **largest possible soil-building payment** established for the farm. However, the payment computed for carrying out practices cannot be larger than the **largest possible soil-building payment**.

ESTABLISHING NEW SEEDINGS

Practice No. 1.—Seeding Red or Alsike Clover: Rate of Payment, \$1.50 per Acre

The seeding per acre of mixtures containing at least 5 pounds of hardy, northern-grown domestic or Canadian red clover or alsike clover, or any combination of these clovers.

Seeding should be on land prepared by the application of sufficient lime, superphosphate, and potash to insure a good stand.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that enough lime and fertilizer were applied to ordinarily establish a good stand.

Practice No. 2.—Seeding Alfalfa: *Rate of Payment*, \$3 per Acre

The seeding on land suited to the growth of alfalfa of at least 10 pounds per acre of hardy, northern-grown domestic or Canadian alfalfa seed, alone or in mixtures.

Seeding should be made on land prepared by the application of sufficient lime, superphosphate, and potash to insure a good stand.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that enough lime and fertilizer were applied to ordinarily establish a good stand.

Practice No. 3.—Seeding Ladino or White Dutch Clover: *Rate of Payment*, \$3 per Acre

The seeding per acre of pasture mixtures containing at least 2 pounds of ladino or white Dutch clover.

Seeding should be made on land prepared by the application of sufficient lime, superphosphate, and potash to insure a good stand.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that enough lime and fertilizer were applied to ordinarily establish a good stand.

Practice No. 4.—Reseeding Depleted Pastures: *Rate of Payment*, \$1.50 for Each 10 Pounds of Seed

The application to depleted pastures of a pasture mixture containing at least one-fifth ladino or white Dutch clover seed in mixtures with grass seed. No tillage is required.

APPLYING FERTILIZERS AND LIMING MATERIALS

Practice No. 5.—Applying Available Phosphoric Acid: *Rate of Payment*, \$1.50 for Each 48 Pounds

The application of available phosphoric acid to established hayland, pasture, or orchard sod; or in connection with the seeding of clovers, clover mixtures, alfalfa, alfalfa mixtures, perennial grasses, winter legumes, or permanent pastures.

Phosphoric acid used under this program may be first incorporated as superphosphate into manure in the stable or used on dropping boards in poultry houses.

If phosphoric acid is used on a nurse crop which is harvested for grain, 32 pounds per acre will be deducted.

Practice No. 6.—Applying Available Potash: *Rate of Payment*, \$1.50 for Each 100 Pounds

The application of available potash to established hayland, pasture, or orchard sod; or in connection with the seeding of clovers, clover mixtures, alfalfa, alfalfa mixtures, perennial grasses, winter legumes, or permanent pastures.

Practice No. 7.—Liming Cropland, Pasture Land, or Orchards: *Rate of Payment*—

All counties except Berkshire:

\$1.50 for each 600 pounds of standard ground limestone or standard ground oyster shell, or 450 pounds of hydrated lime.

Berkshire County:

\$1.50 for each 1,000 pounds of standard ground limestone or standard ground oyster shell, or 750 pounds of hydrated lime.

The application of liming material to cropland, pasture land, or orchards. Payment will not be allowed for an application of less than 1,000 pounds of ground limestone or ground oyster shell, or 750 pounds of hydrated lime per acre.

Standard ground limestone or standard ground oyster shell is limestone or oyster shell which will analyze at least 50 percent total magnesium and calcium oxides, 100 percent of which will pass through a 20-mesh sieve, and at least 60 percent of which will pass through a 100-mesh sieve. Equivalent quantities of other liming materials approved by the State committee may be used.

GREEN-MANURE AND COVER CROPS

Practice No. 8.—Green-Manure Crops: *Rate of Payment*, \$1.50 per Acre

The plowing or disking under of a good stand and a good growth of (1) biennial or perennial legumes or grasses, for which no payment for seeding is allowed in 1939 and, except in orchards, from which no crop of such legumes or grasses has ever been harvested; (2) annual legumes; (3) annual grasses; or (4) small grains. If the crop is one which is normally winter-killed, payment will be allowed for leaving a good stand and a good growth on the land instead of plowing or disking it under.

If the crop is grown in orchards and sufficient fertilizing material has been applied to attain a good stand and a good growth of such crops evenly distributed on the land, payment will be allowed for cutting and leaving it on the land instead of plowing or disking it under.

It is not generally good farming practice to plow down green-manure crops if it will result in leaving the land unprotected during the winter. It is recommended, therefore, that crops which are normally winter-killed and which otherwise might be considered as green-manure crops for 1939, be left on the land as a winter cover wherever it is possible.

Practice No. 9.—Seeding Winter Legumes: *Rate of Payment*, \$1.50 per Acre

The seeding and leaving of a good growth of winter vetch on the land as a winter-cover crop. Rye or wheat may be used as a support crop.

MULCHING ORCHARDS

Practice No. 10.—Mulching Orchards: *Rate of Payment*, \$1.50 per Ton

The application of not less than 2 tons per acre of air-dried straw or its equivalent, or air-dried hay, to orchards as a mulch in addition to leaving on the land all materials produced on the land during 1939 from grasses, legumes, green-manure crops, or cover crops.

FARM WOODLAND IMPROVEMENT

Practice No. 11.—Improving Woodlands: *Rate of Payment, \$3 per Acre*

The improvement of the stand of forest trees by thinning, weeding, or pruning to develop potential timber trees of desirable species, well distributed over each acre of woodland improved.

Operators shall obtain approval from the county committee and carry out the practice in accordance with the advice of the Extension forester.

The following are recommended as desirable species for development:

Red pine.	White maple.	Beech.
White pine.	Red maple.	White ash.
Spruce (any kind).	Hemlock.	Red oak.
Black cherry.	Tulip poplar.	White oak.
Cedar.	White birch.	Basswood.
Fir (any kind).	Yellow birch.	Hickory.
Sugar maple.	Black birch.	Elm.

Practice No. 12.—Planting Forest Trees: *Rate of Payment, \$7.50 per Acre*

The planting of transplanted forest trees at the rate of about 1,000 trees per acre. In woodlands which have been severely damaged by storm, 1,000 trees planted in the damaged area shall be considered as an acre, even though they may be distributed over a larger area.

Species of trees approved for planting are: Red pine, white pine, balsam fir, red spruce, white spruce, and Norway spruce. Other varieties may be planted if the county committee, upon advice of the Extension forester, approves the selection.

Operators shall obtain approval from the county committee and carry out the practice in accordance with the advice of the Extension forester.

Practice No. 13.—Excluding Livestock From Farm Woodland: *Rate of Payment, \$0.75 for Each 2 Acres*

The restoration of farm woodland, including maple sugar orchards, previously used for pasture, by excluding livestock.

Payment will be allowed for each acre of farm woodland from which livestock are excluded, but not in excess of 2 acres for each animal unit which is normally allowed to graze in the woodland.

NOTE.—Animal unit means one cow, one horse, five sheep, five goats, two calves, or two colts, or the equivalent thereof.

The operator should obtain approval of the county committee before performing this practice.

SANDING CRANBERRY BOGS

Practice No. 14.—Sanding Cranberry Bogs: *Rate of Payment, \$7.50 per Acre*

The application of sand, free from stones or loam, to a depth of at least one-half inch on fruiting cranberry bogs to prevent soil deterioration and decline in the productive capacity of the land. The county committee will require evidence as to the amount of sand applied.

SOIL EROSION CONTROL

Practice No. 15.—Contour Furrowing Noncrop, Open Pasture Land: *Rate of Payment, \$0.75 for Each 2 Acres*

This practice must be carried out in accordance with plans recommended by the Soil Conservation Service and approved in advance by the county committee.

Practice No. 16.—Stripcropping: *Rate of Payment, \$0.75 for Each 2 Acres*

The planting of cropland in strips on the contour. Strips of intertilled crops must be separated by strips of close-growing crops.

Operators must obtain the approval of the county committee and instructions from the Soil Conservation Service or the Extension Service before performing this practice.

Practice No. 17.—Contour Farming: *Rate of Payment, \$0.75 for Each 4 Acres*

The cultivation of intertilled crops on the contour.

This practice must be carried out in accordance with plans recommended by the Soil Conservation Service and approved in advance by the county committee.

Practice No. 18.—Terracing: *Rate of Payment, \$1.50 for Each 200 Linear Feet*

The construction of standard terrace for which proper outlets are provided.

This practice must be carried out in accordance with plans recommended by the Soil Conservation Service and approved in advance by the county committee.

NOTE.—If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the largest possible soil-building payment. If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, and materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the largest possible soil-building payment.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part, by a State or Federal agency.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which does not have an acreage allotment the total payment for the year will be computed as follows:

Add together the payments for each soil-building practice carried out at the rate shown in the description of the practice. However, the total payment computed for carrying out soil-building practices shall not be larger than the largest possible soil-building payment.

Then subtract \$20 for each acre of vegetables planted for market (including potatoes) in excess of 3 acres.

ACREAGE ALLOTMENTS

In 1939 acreage allotments will be set by county committees in a manner very similar to that in which they were set in 1938.

Potato allotments will be set on farms that usually grow more than 3 acres of potatoes.

Tobacco allotments will be set on farms which usually grow tobacco.

If more than 8 acres of corn for grain are usually grown on a farm with a potato or tobacco allotment, a usual acreage of corn for grain will also be set for that farm.

Vegetable allotments will be set on farms that planted in 1936 and 1937 an average of 3 or more acres of vegetables to be sold off the farm.

AMOUNT OF PAYMENT EARNED ON ALLOTMENT FARMS

The amount that is earned on any farm with an allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any, which apply.

ALL ALLOTMENT FARMS

A payment at the rate shown in the description of the practice will be computed for each soil-building practice carried out. **The total payment computed for carrying out soil-building practices shall not exceed the "largest possible soil-building payment."**

FARMS WITH POTATO OR TOBACCO ALLOTMENTS

Potatoes

A payment of 3 cents per bushel times the normal yield of potatoes per acre will be computed for each acre in the potato allotment or for 125 percent of the acreage planted to potatoes, whichever is smaller.

A deduction of 30 cents per bushel times the normal yield will be made for each acre planted to potatoes over the potato allotment.

If a farmer expects to harvest corn for grain or plant vegetables, he should read the deduction paragraph for each of these crops.

Tobacco

A payment of 1 cent per pound times the normal yield will be computed for each acre in the tobacco allotment.

A deduction of 8 cents per pound times the normal yield will be made for each acre of tobacco harvested over the tobacco allotment.

If a farmer expects to harvest corn for grain, or plant vegetables or potatoes, he should read the deduction paragraph for corn for grain, or vegetables.

Corn for Grain

A deduction of \$10 will be made on potato or tobacco allotment farms for each acre of corn harvested for grain over the usual acreage set for the farm. If no usual acreage is set for the farm, \$10 will be deducted for each acre of corn harvested for grain over 8 acres.

Farms With Vegetable Allotments

A payment of \$1.50 will be computed for each acre in the vegetable allotment or for 125 percent of the acreage planted to vegetables, whichever is smaller.

A deduction of \$20 will be made for each acre planted to vegetables over the vegetable allotment. If the farm has no vegetable allotment, \$20 will be deducted for each acre over 3 acres planted to commercial vegetables, including potatoes on a farm with no potato allotment.

INCREASE OF PAYMENTS

There will be added to each person's share of the farm payment, if that share is less than \$200, the amount of increase indicated in the following:

<i>Payment earned</i>	<i>Amount of increase</i>
\$20 or less-----	40 percent.
\$21 to \$40-----	\$8, plus 20 percent of amount over \$20.
\$41 to \$60-----	\$12, plus 10 percent of amount over \$40.
\$61 to \$186-----	\$14.
\$187 to \$200-----	Enough to increase payment to \$200.

ADMINISTRATIVE EXPENSE

There will be deducted from each person's payment, his share of the expense of administering the program in his county.

FURNISHING MATERIALS IN LIEU OF PAYMENTS

Superphosphate and liming material will be furnished in some counties in Massachusetts to farmers who want those materials in place of a payment. Complete instructions for handling this provision will be furnished the county committees and will be available in time to get the materials to the farmers before the spring operations begin.

A. W. MANCHESTER,
Director, Northeast Division,
Agricultural Adjustment Administration.

S. R. PARKER,
State Executive Officer.

CHARLIE B. JORDAN,
SHAUN KELLY,
THEOREN L. WARNER,
HAROLD F. TOMPSON,
W. A. MUNSON, *Director*
of Extension,
State Committee.

Issued February 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN MASSACHUSETTS

The matter in Practice No. 7 which reads as follows:

"Practice No. 7.-Liming Cropland, Pasture Land, or Orchards:

Rate of Payment-

All counties except Berkshire:

\$1.50 for each 600 pounds of standard ground limestone
or standard ground oyster shell, or 450 pounds of
hydrated lime.

Berkshire County:

\$1.50 for each 1,000 pounds of standard ground limestone
or standard ground oyster shell, or 750 pounds of
hydrated lime."

is hereby stricken out and the following is inserted in lieu thereof:

Practice No. 7.-Liming Cropland, Pasture Land, or Orchards:

Rate of Payment-

All counties except Berkshire:

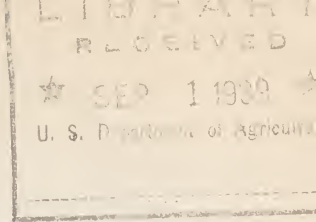
\$1.50 for each 600 pounds of standard ground limestone
or standard ground oyster shell, or 450 pounds of
hydrated lime.

Berkshire County:

\$1.50 for each 800 pounds of standard ground limestone
or standard ground oyster shell, or 600 pounds of
hydrated lime.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.



NER-310 - Massachusetts - Supplement (4)

Issued August 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN MASSACHUSETTS

Supplement (4)

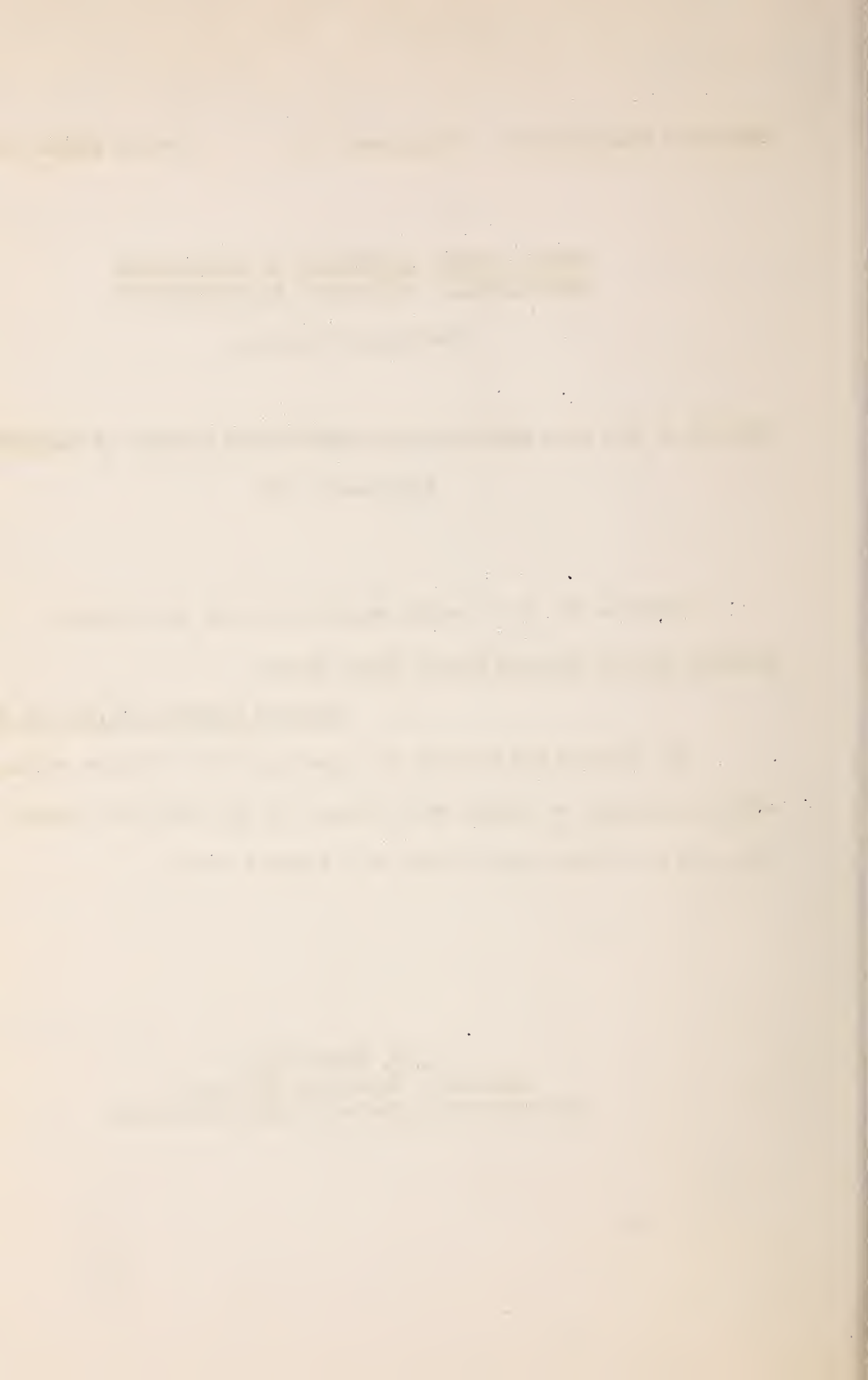
Practice No. 9 is hereby amended to read as follows:

Practice No. 9.-Seeding Winter Cover Crops

Rate of Payment, \$1.50 per Acre

The seeding and leaving of a good growth of winter vetch,
annual ryegrass, or annual sweet clover on the land as a winter cover
crop. Rye or wheat may be used as a support crop.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.



JAN 31 1939
UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

NORTHEAST DIVISION
U. S. Department of Agriculture**OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN NEW HAMPSHIRE**

The 1939 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves and assuring consumers plenty of supplies.

In 1939, as in 1938, cooperating farmers in New Hampshire will be offered payments which they can earn in two ways: (1) By using approved soil-building practices and (2) in some cases, by staying within acreage allotments for potatoes.

LARGEST POSSIBLE SOIL-BUILDING PAYMENT

Each New Hampshire farmer who takes part in this program is expected to use one or more of the approved soil-building practices which are good for his farm. In order that the farmer will know how many practices he may carry out and for which he can earn payment, a **largest possible soil-building payment** will be computed for his farm. This **largest possible soil-building payment** is found by adding all of the following items which apply to the farm:

70 cents times the acreage of cropland on the farm not counting acreage in bearing orchards and in the potato allotment;

\$2 times the acreage of bearing orchards on the farm on January 1, 1939; and

40 cents times the acreage of fenced, noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in New Hampshire may carry out and for which they can earn payment under the 1939 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on any farm payment at the rate indicated in the description of the practice will be allowed toward earning the **largest possible soil-building payment** established for the farm. However, the payment computed for carrying out practices cannot be larger than the **largest possible soil-building payment**.

ESTABLISHING NEW SEEDINGS

Practice No. 1.—Seeding Biennial Legumes: *Rate of Payment*, \$1.50 per Acre

The sowing of at least 8 pounds per acre of hardy, northern-grown domestic or Canadian medium red clover seed, or the sowing of at least 5 pounds of hardy, northern-grown domestic or Canadian medium red clover, together with at least 10 pounds of timothy, timothy and redbtop, or timothy and other grasses approved by the State committee. Payment will not be allowed for this practice if such seedings are plowed or disked under for green manure in 1939.

One-half pound of alsike clover may be substituted for 1 pound of medium red clover alone or in mixtures. Alfalfa and sweet clover may be substituted pound for pound for not more than one-half the amount of red clover in mixtures.

Other legume seed approved by the State committee may be substituted for medium red clover.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that enough lime and fertilizer were applied to ordinarily establish a good stand.

Practice No. 2.—Seeding Alfalfa: *Rate of Payment*, \$3 per Acre

The sowing of at least 10 pounds per acre of hardy, adapted northern-grown domestic or Canadian alfalfa seed on suitable land. The alfalfa may be sown with other legumes or grasses.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that enough lime and fertilizer were applied to ordinarily establish a good stand.

Practice No. 3.—Seeding Permanent Pasture: *Rate of Payment*, \$3 per Acre

The seeding of a permanent pasture mixture of which at least 2 pounds per acre is white Dutch or ladino clover, or of which at least 1 pound is wild white clover. Five pounds of alfalfa seed may be substituted for 1 pound of white Dutch or ladino clover seed or for one-half pound of wild white-clover seed.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that enough lime and fertilizer were applied to ordinarily establish a good stand.

Practice No. 4.—Reseeding Established Pastures: *Rate of Payment*, \$1.50 for Each 10 Pounds of Seed

The reseeding of depleted established pastures with good seed of adapted pasture grasses or grasses and legumes.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that enough lime and fertilizer were applied to ordinarily establish a good stand.

APPLYING FERTILIZERS AND LIME

Practice No. 5.—Applying Available Phosphoric Acid: *Rate of Payment*, \$1.50 for Each 48 Pounds

The application of available phosphoric acid in connection with the seeding of biennial or perennial legumes, perennial grasses, winter legumes, or permanent pastures, or on orchard, pasture, or hayland sod.

When phosphoric acid is used on a nurse crop which is harvested for grain, 32 pounds per acre will be deducted.

Practice No. 6.—Applying Available Potash: *Rate of Payment*, \$1.50 for Each 100 Pounds

The application of available potash in connection with the seeding of biennial or perennial legumes, perennial grasses, winter legumes, or permanent pastures, or on orchards, pasture, or hayland sod.

Practice No. 7.—Liming Cropland, Pasture Land, or Orchards: *Rate of Payment*, \$1.50 for Each—

- (1) 300 pounds of calcium oxide neutralizing equivalent in ground or pulverized limestone which will pass through a 20-mesh sieve;
- (2) 300 pounds of calcium oxide neutralizing equivalent in hydrated lime or quicklime; or
- (3) 1,125 pounds of field-dug marl.

The application per acre to cropland, pasture land, or orchards of at least (1) 1,000 pounds of pulverized or ground limestone, (2) 750 pounds of hydrated lime, (3) 1,750 pounds of field-dug marl, or (4) 500 pounds of quicklime.

Quantities of other liming materials approved by the State committee may be used.

GREEN MANURE OR COVER CROPS

Practice No. 8.—Green Manure: *Rate of Payment*, \$1.50 per Acre

The plowing or disking under of a good stand and a good growth of (1) biennial or perennial legumes or grasses for which no payment for seeding is allowed in 1939 and, except in orchards, from which no crop of such legumes or grasses has ever been harvested; (2) annual legumes; (3) annual grasses; or (4) small grains.

If the crop is one which is normally winter-killed, payment will be allowed for leaving a good stand and a good growth on the land instead of plowing or disking it under.

If the crop is grown in orchards and sufficient fertilizing material has been applied to attain a good stand and a good growth of such crop, evenly distributed on the land, payment will be allowed for cutting and leaving it on the land instead of plowing or disking it under.

It is not generally good farming practice to plow down green manure crops if it will result in leaving the land unprotected during the winter. It is recommended, therefore, that crops which are normally winter-killed and which otherwise might be considered as green manure crops for 1939 be left on the land as a winter cover wherever it is possible.

If on land normally devoted to the production of potatoes a good stand and a good growth of first-crop or second-year clover is cut and left on the land and a good stand and a good growth of second-crop is plowed or disked under, payment will be allowed for the use of each crop as green manure.

The following minimum rates of seeding per acre are recommended when the following crops are to be used alone as green manure:

Crop:	Amount	Crop—Continued.	Amount
Soybeans.....	pounds__ 60	Rye.....	pounds__ 60
Red clover (mammoth or me-		Corn.....	do____ 30
dium).....	pounds__ 10	Barley.....	bushels__ 2½
Vetch.....	do____ 30	Millet.....	pounds__ 30
Field peas.....	do____ 90	Oats.....	bushels__ 2½
Crimson clover.....	do____ 10	Buckwheat.....	pounds__ 72

SOIL EROSION CONTROL

Practice No. 9.—Stripcropping on the Contour: Rate of Payment, \$0.75 for Each 2 Acres

Strips of intertilled crops must be separated by strips of close-growing crops.

Operators must obtain the approval of the county committee and instructions from the Soil Conservation Service or the Extension Service before performing this practice.

Practice No. 10.—Contour Cultivation: Rate of Payment, \$0.75 for Each 4 Acres

Operators must obtain the approval of the county committee and instructions from the Soil Conservation Service or the Extension Service before performing this practice.

MULCHING

Practice No. 11.—Mulching Orchards: Rate of Payment, \$1.50 per Ton

The application to orchards of not less than 1 ton of mulching material per acre in addition to leaving on the land all materials produced thereon during 1939 from grasses, legumes, green manure, or cover crops.

<i>Recommended mulching materials</i>	<i>Percentage of weight for credit</i>
1. Air-dried straw-----	100
2. Air-dried tame or marsh hay-----	100
3. Green tame or marsh hay-----	50
4. Seaweed (dry)-----	100
5. Seaweed (wet)-----	25
6. Laying house poultry litter (dry)-----	100
7. Laying house poultry litter (wet)-----	50
8. Pea waste (wet)-----	50
9. Other materials approved by the State committee.	

FARM WOODLAND IMPROVEMENT

Practice No. 12.—Improving Woodlands: *Rate of Payment*, \$3 per Acre

The improvement of the stand of forest trees by thinning, weeding, or partially cutting to develop at least 100 potential or merchantable timber trees of desirable species free to grow well distributed over each acre of woodland, and also have remaining on each acre improved at least two-thirds of a complete crown canopy. The approval of the county committee shall be obtained before performing this practice.

Practice No. 13.—Excluding Livestock From Farm Woodland: *Rate of Payment*, \$0.75 for Each 2 Acres

The restoration of farm woodland, including maple sugar orchard, previously used for pasture by excluding domestic livestock.

Payment will be allowed for each acre of farm woodland from which livestock are excluded, but not in excess of 2 acres for each animal unit which is normally allowed to graze in the woodland.

NOTE.—Animal unit means one cow, one horse, five sheep, five goats, two calves, or two colts, or the equivalent thereof.

The operator must obtain approval of the county committee before performing this practice.

Practice No. 14.—Planting Forest Trees: *Rate of Payment*, \$7.50 per Acre

The planting of transplanted forest trees or root-pruned seedlings of varieties approved by the State committee, at the rate of at least 1,000 trees per acre in accordance with good forestry practice.

In woodlands which have been severely damaged by storm 1,000 trees planted in the damaged area shall be considered as an acre, even though they may be distributed over a larger area. However, not less than 200 trees may be counted in this manner.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the largest possible soil-building payment. If less than one-half of the total cost of carrying out any practice is represented by labor,

seed, trees, and materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the **largest possible soil-building payment**.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which does not have an acreage allotment, the total payment for the year will be computed by finding the amount earned for soil-building practices carried out and then subtracting the deductions, if any, which apply:

Add together the payment for each soil-building practice carried out at the rate shown in the description of the practice. However, the total payment computed for carrying out soil-building practices shall not exceed the **largest possible soil-building payment**. A deduction of 30 cents per bushel will be made for each acre planted to potatoes in excess of 3 acres.

ACREAGE ALLOTMENTS

In 1939 acreage allotments will be set by county committees in a manner very similar to that in which they were set in 1938.

Potato allotments will be set on farms that usually grow more than 3 acres of potatoes.

If more than 8 acres of corn for grain are usually grown on a farm with a potato allotment, a usual acreage of corn for grain will also be set for that farm.

Farmers in Cheshire County who grow tobacco should get the tobacco part of the program from the county office.

AMOUNT OF PAYMENT EARNED ON FARMS WITH POTATO ALLOTMENT

The amount that is earned on any farm with an allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any, which apply:

A **payment** at the rate shown in the description of the practice will be computed for each soil-building practice carried out. **The total payment computed for carrying out soil-building practices shall not exceed the largest possible soil-building payment.**

A **payment** of 3 cents per bushel times the normal yield of potatoes per acre will be computed for each acre in the potato allotment, or for 125 percent of the acreage planted to potatoes, whichever is smaller.

A **deduction** of 30 cents per bushel times the normal yield will be made for each acre planted to potatoes over the potato allotment.

A **deduction** of \$10 will be made on potato allotment farms for each acre of corn harvested for grain over the usual acreage set for the farm. If no usual acreage is set for the farm, \$10 will be deducted for each acre of corn harvested for grain over 8 acres.

INCREASE OF PAYMENTS

There will be added to each person's share of the farm payment, if that share is less than \$200, the amount of increase indicated in the following:

<i>Payment earned</i>	<i>Amount of increase</i>
\$20 or less-----	40 percent.
\$21 to \$40-----	\$8, plus 20 percent of amount over \$20.
\$41 to \$60-----	\$12, plus 10 percent of amount over \$40.
\$61 to \$186-----	\$14.
\$187 to \$200-----	Enough to increase payment to \$200.

ADMINISTRATIVE EXPENSE

There will be deducted from each person's payment, his share of the expense of administering the program in his county.

FURNISHING MATERIALS IN LIEU OF PAYMENTS

Superphosphate and liming material will be furnished in some counties in New Hampshire to farmers who want those materials in place of a payment. Complete instructions for handling this provision will be furnished the county committees.

A. W. MANCHESTER,

Director, Northeast Division,

Agricultural Adjustment Administration.

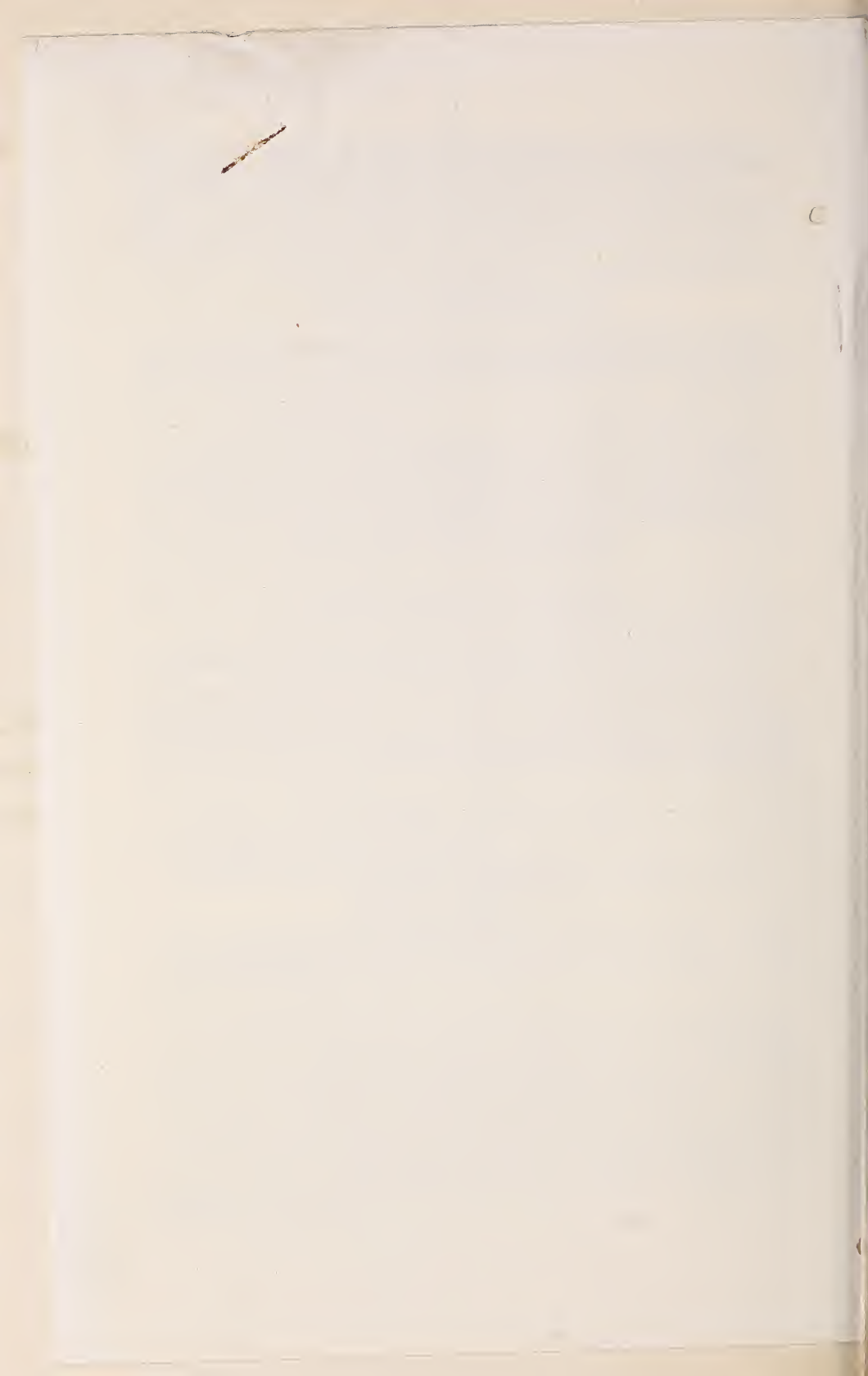
EARL P. ROBINSON, *State Executive Officer.*

J. RALPH GRAHAM,

ALFRED E. HOUSTON,

PAUL E. SARGEANT,

J. C. KENDALL, *Director of Extension,*
State Committee.



January, 1939

United States Department of Agriculture
Agricultural Adjustment Administration

THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN NEW JERSEY

The 1939 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves and assuring consumers plenty of supplies.

In 1939, as in 1938, cooperating farmers in New Jersey will be offered payments which they can earn in two ways: (1) By using approved soil-building practices and (2) in some cases, by staying within acreage allotments for potatoes, wheat, and vegetables.

LARGEST POSSIBLE SOIL-BUILDING PAYMENT

Each New Jersey farmer who takes part in this program is expected to use one or more of the approved soil-building practices which are good for his farm. In order that the farmer will know how many practices he may carry out and for which he can earn payment, the largest possible soil-building payment will be computed for his farm. This largest possible soil-building payment is found by adding all of the following items which apply to the farm:

70 cents times the acreage of cropland on the farm, not counting acreage in bearing orchards and in the potato and wheat allotments;

\$2 times the acreage of bearing orchards on the farm on January 1, 1939; and

40 cents times the acreage of fenced noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in New Jersey may carry out and for which they can earn payment under the 1939 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on any farm, payment at the rate indicated in the description of the practice will be allowed toward earning the largest possible soil-building payment established for the farm. However, the payment computed for carrying out practices cannot be larger than the largest possible soil-building payment.

Establishing New Seedings

Practice No. 1 - Seeding Alfalfa: Rate of Payment, \$3. per Acre

The sowing of (1) at least 8 pounds per acre of alfalfa seed bearing either the United States verified origin tag from Kansas, Utah, or a State farther north, or Canada, or the State certification tag identifying it as Grimm alfalfa seed; or (2) any mixture containing at least 8 pounds per acre of such seed. The seeding shall be made on cropland on which a good seed bed is prepared.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that sufficient lime and fertilizer were applied to ordinarily establish a good stand.

Practice No. 2 - Seeding Pasture: Rate of Payment, \$3 per Acre.

The sowing of a pasture mixture containing at least 2 pounds per acre of ladino or white clover, 3 pounds per acre of these or other biennial or perennial legumes and at least 5 pounds of perennial grasses.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that sufficient lime and fertilizer were applied to ordinarily establish a good stand.

Practice No. 3 - Seeding Biennial Legumes: Rate of Payment, \$1.50 per Acre.

The seeding of at least 5 pounds per acre of hardy domestic (unstained) or Canadian (stained 1 percent violet) medium red clover or its equivalent, (1) alone or (2) in mixtures with grasses or other clovers.

8 pounds of white or yellow sweet clover, or 4 pounds of alsike clover shall be considered the equivalent of 5 pounds of red clover.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that sufficient lime and fertilizer were applied to ordinarily establish a good stand.

Green Manure and Cover Crops

Practice No. 4 - Green Manure: Rate of Payment, \$1.50 per Acre

The plowing or disking under of a good stand and a good growth of (1) biennial or perennial legumes or grasses, for which no payment for seeding is allowed in 1939 and, except in orchards, from which no crop of such legumes or grasses has ever been harvested; (2) annual legumes; (3) annual grasses or (4) small grains. If the crop is one which is normally winter-killed, payment will be allowed for leaving a good stand and a good growth on the land instead of plowing or disking it under.

If the crop is grown in orchards and sufficient fertilizing material has been applied to attain a good stand and a good growth of such crop, evenly distributed on the land, payment will be allowed for cutting and leaving it on the land instead of plowing or disking it under.

It is not generally good farming practice to plow down green manure crops if it will result in leaving the land unprotected during the winter. It is recommended, therefore, that crops which are normally winter-killed and which otherwise might be considered as green manure crops for 1938 be left on the land as a winter cover wherever it is possible. If on vegetable or potato land the first crop of second year clover is cut and left on the land and the second crop is plowed or disked under after August 15, payment will be allowed for the use of each crop as a green manure.

Practice No. 5 - Seeding Winter Legumes: Rate of Payment, \$1.50 per Acre

The seeding of winter vetch or crimson clover or a mixture of these and the leaving of the resulting crop on the land as a winter cover crop.

Mulching

Practice No. 6 - Mulching Orchard Land: Rate of Payment, \$1.50 per Ton

The application of at least 1 ton per acre of air-dried straw or equivalent mulching material to orchard land as a mulch if all materials produced during 1939 from grasses, legumes, green manure crops, or cover crops are left on the land.

Applying Lime and Fertilizers

Practice No. 7. - Liming Cropland, Pasture Land, or Orchards: Rate of Payment

- (1) \$1.50 for each (a) 600 pounds of standard ground limestone or standard ground oyster shell
(b) 420 pounds of hydrated lime, or
(c) 1,800 pounds of acetylene waste lime.
- (2) \$1.50 for each 300 pounds of total calcium and magnesium oxide in ground limestone (other than standard) or ground oyster shell (other than standard) which will pass through a 20-mesh sieve.

The application of at least 1,000 pounds of ground limestone or ground oyster shell, 700 pounds of hydrated lime, or 3,000 pounds of acetylene waste lime per acre to pasture land, cropland, or orchards.

Standard ground limestone and standard ground oyster shell are limestone and oyster shell which will analyze at least 50 percent total magnesium and calcium oxides, 100 percent of which will pass through a 20-mesh sieve and at least 60 percent of which will pass through a 100-mesh sieve.

Equivalent quantities of other liming material approved by the State committee may be used.

Practice No. 8 - Applying Available Phosphoric Acid: Rate of Payment, \$1.50 for Each 48 Pounds

The application of at least 16 pounds per acre of available phosphoric acid in connection with the seeding of perennial or biennial legumes, perennial grasses, winter legumes, or permanent pastures, or on established orchard, pasture or hayland sods.

When phosphoric acid is used on a nurse crop which is harvested for grain, 32 pounds per acre will be deducted.

Practice No. 9 - Applying Available Potash: Rate of Payment, \$1.50 for Each 100 Pounds

The application of available potash in connection with the seeding of perennial or biennial legumes, perennial grasses, winter legumes, permanent pastures, or on established orchard, pasture, or hayland sods.

Farm Woodland Improvement

Practice No. 10 - Planting Forest Trees: Rate of Payment, \$7.50 per Acre

The planting of transplanted forest trees of approved varieties at the rate of at least 1,000 trees per acre on suitable land.

Operators are advised to obtain instructions for performing this practice from the county agricultural agent or county committee.

Approved varieties for planting are:

White ash	Black walnut	Norway spruce	White pine
Tulip poplar	Black locust	Scotch pine	Red oak
		Red pine	White oak

The following varieties are approved for south Jersey only:

Loblolly pine	White cedar	Short leaf pine
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Other varieties may be planted if the county committee, following the advice of the county agricultural agent, approves the selection.

Hardwood species should be 1- or 2-year seedlings. Evergreens should be 2-year seedlings or transplants.

April is the preferable planting month for north Jersey. March or April is preferable for south Jersey. October or November is the second choice.

Practice No. 11 - Woodland Management: Rate of Payment, \$3 per Acre

The improvement of the stand of forest trees by thinning, weeding, or pruning to develop at least 100 potential timber trees of desirable species, well distributed over each acre of woodland improved.

Operators shall obtain prior approval from the county committee and carry out the practice in accordance with the recommendations of the Extension Service.

Desirable species for development are those named in practice 10.

Sanding Cranberry Bogs

Practice No. 12 - Sanding Cranberry Bogs: Rate of Payment, \$7.50 per Acre

The application of sand, free from stones or loam, to a depth of at least one-half inch on fruiting cranberry bogs to prevent soil deterioration and decline in the productive capacity of the land.

The county committee will require evidence as to the number of cubic yards of sand applied per acre.

Soil Erosion Control

Practice No. 13 - Stripcropping: Rate of Payment, \$0.75 for Each 2 Acres.

The establishment and maintenance of alternate contour strips of intertilled and close-growing crops. This practice is to be carried out according to plans approved in advance by the county committee based on the recommendations of the New Jersey Agricultural Extension Service or the Soil Conservation Service.

Practice No. 14 - Contour Farming: Rate of Payment, \$0.75 for Each 4 Acres

The cultivation of intertilled crops on the contour. This practice is to be carried out according to plans approved in advance by the county committee based on the recommendations of the New Jersey Agricultural Extension Service or the Soil Conservation Service.

Practice No. 15 - Terracing: Rate of Payment, \$1.50 for Each 200 Linear Feet

The construction of standard terraces for which proper outlets are provided. This practice is to be carried out according to plans approved in advance by the county committee based on the recommendations of the New Jersey Extension Service or the Soil Conservation Service.

Practice No. 16 - Contour Furrowing Noncrop, Open Pasture Land: Rate of Payment, \$0.75 for Each 2 Acres.

This practice must be carried out in accordance with plans recommended by the New Jersey Extension Service or the Soil Conservation Service and approved in advance by the county committee.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the largest possible soil-building payment. If less than one-half of the total cost of carrying out any practice is represented by labor, seed,

trees, and materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the largest possible soil-building payment.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which does not have an acreage allotment, the total payment for the year will be computed as follows:

Add together the payments for each soil-building practice carried out, at the rate shown in the description of the practice. However, the total payment computed for carrying out soil-building practices shall not be larger than the largest possible soil-building payment.

Then subtract \$20 for each acre of vegetables planted for market (including potatoes) in excess of 3 and subtract 50 cents per bushel times the normal yield of wheat for the farm for each acre of wheat harvested for grain or hay in excess of the usual acreage of wheat set for the farm. If no usual acreage is set, subtract at the same rate for each acre of wheat harvested for grain or hay in excess of 8.

ACREAGE ALLOTMENTS

In 1939 acreage allotments will be set by county committees in a manner very similar to that in which they were set in 1938.

Potato allotments will be set on farms that usually grow more than 3 acres of potatoes.

Wheat allotments will be set for farms on which more than 100 bushels of wheat are usually grown for market. If no allotment is set on a farm and more than 8 acres are usually harvested for grain or hay a usual acreage of wheat harvested will be set for that farm.

If more than 8 acres of corn for grain are usually grown on a farm with a potato or wheat allotment, a usual acreage of corn for grain will also be set for that farm.

Vegetable allotments will be set on farms that planted in 1936 and 1937 an average of 3 or more acres of vegetables to be sold off the farm.

AMOUNT OF PAYMENT EARNED ON ALLOTMENT FARMS

The amount that is earned on any farm with an allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any, which apply:

All Allotment Farms.

A payment at the rate shown in the description of the practice will be computed for each soil-building practice carried out. The total payment computed for carrying out soil-building practices shall not exceed the largest possible soil-building payment.

Farms with Potato or Wheat Allotments.

Potatoes.

A payment of 3 cents per bushel times the normal yield of potatoes per acre will be computed for each acre in the potato allotment, or for 125 percent of the acreage planted to potatoes, whichever is smaller.

A deduction of 30 cents per bushel times the normal yield will be made for each acre planted to potatoes over the potato allotment.

If a farmer is growing wheat or expects to harvest corn for grain or plant vegetables, he should read the deduction paragraph for each of these crops.

Wheat.

A payment of 17 cents per bushel times the normal yield will be computed for each acre in the wheat allotment or for 125 percent of the acreage planted to wheat, whichever is smaller.

A deduction of 50 cents per bushel times the normal yield will be made for each acre planted to wheat over the wheat allotment. If the farm has no wheat allotment, a deduction at the same rate will be made for each acre of wheat harvested for grain or hay over the usual acreage of wheat set for the farm or 8 acres of wheat, whichever is larger.

If a farmer expects to harvest corn for grain, or plant vegetables or potatoes, he should read the deduction paragraph for corn for grain or vegetables.

Corn for Grain.

A deduction of \$10 will be made on potato or wheat allotment farms for each acre of corn harvested for grain over the usual acreage set for the farm. If no usual acreage is set for the farm, \$10 will be deducted for each acre of corn harvested for grain over 8 acres.

Farms with Vegetable Allotments.

A payment of \$1.50 will be computed for each acre in the vegetable allotment or for 125 percent of the acreage planted to vegetables, whichever is smaller.

A deduction of \$20 will be made for each acre planted to vegetables over the vegetable allotment. If the farm has no vegetable allotment, \$20 will be deducted for each acre over 3 acres planted to commercial vegetables, including potatoes on a farm with no potato allotment.

INCREASE OF PAYMENTS

There will be added to each person's share of the farm payment, if that share is less than \$200, the amount of increase indicated in the following:

<u>Payment Earned</u>	<u>Amount of Increase</u>
\$20 or less	40%
\$21 to \$40	\$8, plus 20% of amount over \$20
\$41 to \$60	\$12, plus 10% of amount over \$40
\$61 to \$186	\$14
\$187 to \$200	Enough to increase payment to \$200

ADMINISTRATIVE EXPENSE

There will be deducted from each person's payment, his share of the expense of administering the program in his county.

FURNISHING MATERIALS IN LIEU OF PAYMENTS

Superphosphate and liming material may be furnished in some counties in New Jersey to farmers who want those materials in place of a payment. Complete instructions for handling this provision will be furnished the county committees and will be available in time to get the materials to the farmers before the spring operations begin.

Spencer W. Perrine,
Kenneth Roberts,
Charles A. Collins,
E. O. Packard,
Theodore H. Dilts,

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

E. A. Gauntt,
State Executive Officer.

State Committee.

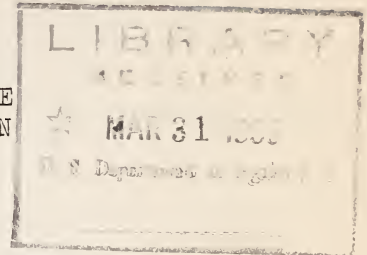
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NER-310 - N. J. - Supplement (1)

Issued March 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division



OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN NEW JERSEY

There shall be inserted immediately after Practice No. 16 the following:

"Practice No. 17-Mulching Commercial Vegetable Land

Rate of Payment, \$0.75 per ton:

The application of not less than two tons, air dry weight, of straw or equivalent mulching materials, excluding barnyard and stable manure, per acre on commercial vegetable land."

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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NER-310 - New Jersey - Sup. (2)

Issued April 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN
NEW JERSEY

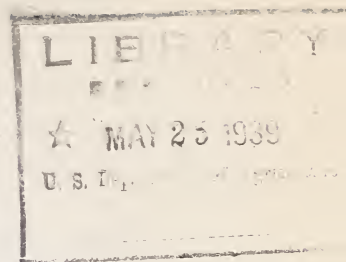
Practice No. 1, "Seeding Alfalfa", is hereby amended to
read as follows:

The sowing of (1) at least 8 pounds per acre of alfalfa seed bearing either the United States verified origin tag from Oklahoma, Kansas, Utah, or a State farther north, or Canada, or the State certification tag identifying it as Grimm alfalfa, or seed which has been established to the satisfaction of the State committee as having been produced in the above areas; or (2) any mixture containing at least 8 pounds per acre of such seed. The seeding shall be made on cropland on which a good seed bed is prepared.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that sufficient lime and fertilizer were applied to ordinarily establish a good stand.

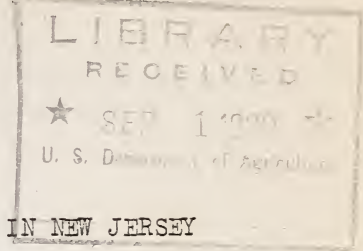
A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.



Issued July 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION



OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN NEW JERSEY

Supplement (3)

Bulletin NER-310 as previously amended for the State of New Jersey is hereby further amended by adding the following as the second paragraph under the heading "SOIL-BUILDING PRACTICES":

When determining whether the amount of material applied per acre was sufficient to meet the minimum rate of application under a practice, it is permissible to allow a 10 percent tolerance. Where the payment for a practice is based upon the amount of material applied, payment will be computed for the actual amount of material used if the amount applied per acre comes within the 10 percent tolerance. However, where the payment for a practice is based upon the number of acres treated, payment will be computed for the practice on the acreage to which the practice was applied if the application of material per acre was within the 10 percent tolerance, except that in the case of Practice No. 17 no payment will be allowed if the amount of mulching material applied per acre is less than 2 tons.

F. B. Northrup,
Acting Director, Northeast Division,
Agricultural Adjustment Administration.

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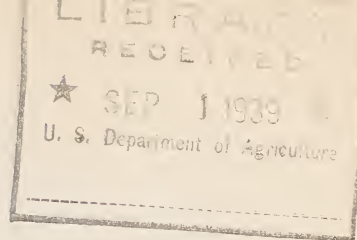
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Issued August 1939



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN NEW JERSEY

Supplement (4)

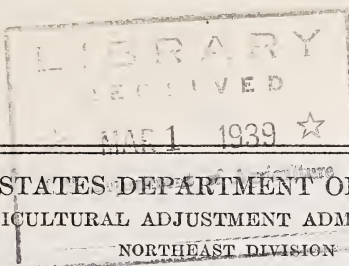
Practice No. 5 is hereby amended to read as follows:

Practice No. 5, Seeding Winter Cover Crops

Rate of Payment, \$1.50 per Acre

The seeding of winter vetch, annual ryegrass, or crimson clover or a mixture of these and leaving the resulting crop on the land as a winter cover crop.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTHEAST DIVISION

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN NEW YORK

The 1939 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves and assuring consumers plenty of supplies.

In 1939, as in 1938, cooperating farmers in New York will be offered payments which they can earn in two ways: (1) By using approved soil-building practices and (2) in some cases, by staying within acreage allotments for potatoes, wheat, tobacco, and vegetables.

LARGEST POSSIBLE SOIL-BUILDING PAYMENT

Each New York farmer who takes part in this program is expected to use one or more of the approved soil-building practices which are good for his farm. In order that the farmer will know how many practices he may carry out and for which he can earn payment, a **largest possible soil-building payment** will be computed for his farm. This **largest possible soil-building payment** is found by adding all of the following items which apply to the farm:

70 cents times the acreage of cropland on the farm, not counting acreage in bearing orchards and in the potato, wheat, and tobacco allotments;

\$2 times the acreage of bearing orchards on the farm on January 1, 1939; and

40 cents times the acreage of fenced, noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in New York may carry out and for which they can earn payment under the 1939 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on any farm, payment at the rate indicated in the description of the practice will be allowed toward earning the **largest possible soil-building payment** established for the farm. However, the payment computed for carrying out practices cannot be larger than the **largest possible soil-building payment**.

ESTABLISHING NEW SEEDINGS

Payment will be allowed for any of the following seeding practices, Nos. 1 to 6, inclusive, provided at least 300 pounds per acre of 20 percent superphosphate or its equivalent are applied to the same land

in 1939 at or before the time of seeding, or satisfactory evidence is presented to the county committee that this amount of material was applied to the same land after July 15, 1938, in preparation for the seeding, and provided the seeding is not plowed or disked under for a green manure crop in 1939.

NOTE.—The equivalents of 300 pounds of 20 percent superphosphate are:

187.5 pounds of 32 percent superphosphate, or
 375 pounds of 16 percent superphosphate, or
 375 pounds of 4-16-4 mixed fertilizer, or
 500 pounds of 4-12-4 mixed fertilizer, or
 600 pounds of 5-10-5 mixed fertilizer, or
 750 pounds of 4-8-7 mixed fertilizer.

Applying the amount shown in any one of the above materials or its equivalent per acre will meet the requirements.

Wherever red clover or alfalfa seed is mentioned in practices Nos. 1 to 6, inclusive, hardy, adapted, northern-grown domestic or Canadian-grown seed is meant.

Practice No. 1.—Seeding Legumes and Grasses: *Rate of Payment, \$1.50 per Acre*

The seeding of alsike clover, red clover, or alfalfa in mixtures. At least 15 pounds per acre of a mixture of these legumes, and timothy or other grasses shall be used, and the mixture shall contain at least 6 pounds per acre of any one, or a combination of alsike clover, red clover, or alfalfa seed. The timothy or other grasses may have been seeded in the fall of 1938.

Practice No. 2.—Seeding Legumes: *Rate of Payment, \$1.50 per Acre*

The seeding of at least 8 pounds per acre of alsike clover, or of at least 10 pounds of red clover, or a mixture of 10 pounds of these. Alfalfa may be substituted in a mixture for either of these clovers but may not be seeded alone under this practice. Timothy and other grasses may be used in addition to the legumes.

Practice No. 3.—Seeding Sweet Clover: *Rate of Payment, \$1.50 per Acre*

The seeding of at least 12 pounds per acre of hulled sweet clover seed alone or in mixtures.

Practice No. 4.—Seeding Alfalfa: *Rate of Payment, \$3 per Acre*

The seeding of at least 12 pounds per acre of alfalfa seed alone or in mixtures.

Practice No. 5.—Seeding Pastures: *Rate of Payment, \$3 per Acre*

The seeding of one of the following permanent pasture mixtures on land prepared by harrowing or plowing:

At least 25 pounds per acre of Cornell Pasture Mixture.

—or—

At least 20 pounds per acre of Cornell Hay Pasture Mixture.

—or—

An equivalent amount of any other mixture approved by the State committee.

**Practice No. 6.—Seeding Wild White Clover or Ladino Clover: *Rate of Payment*,
\$0.75 per Acre**

The seeding on established pastures of at least 1 pound of wild white clover seed per acre having a certificate of origin approved by the Extension Service of the New York State College of Agriculture; or by the seeding of at least 1 pound of ladino clover seed per acre.

APPLYING FERTILIZERS AND LIMING MATERIAL

**Practice No. 7.—Applying Superphosphate: *Rate of Payment*, \$12.50 per Ton
of 20 Percent Superphosphate or Its Equivalent**

The application of at least 300 pounds per acre of 20 percent superphosphate or its equivalent (1) in connection with the seeding of clover, alfalfa, or pasture mixtures, or (2) to established pastures, haylands, or orchard sods, or (3) in connection with the seeding of vetch to be used as a winter cover crop.

One hundred and sixty pounds per acre of 20 percent superphosphate or its equivalent will be deducted if applied in connection with a seeding made in a nurse crop which is harvested for grain.

**Practice No. 8.—Applying Muriate of Potash: *Rate of Payment*, \$0.75 for Each
100 Pounds of 50 Percent Muriate of Potash or Its Equivalent**

The application of at least 60 pounds per acre of 50 percent muriate of potash or its equivalent (1) in connection with the seeding of clover, alfalfa, or pasture mixtures, or (2) for improving established haylands or pastures, or (3) in connection with the seeding of vetch to be used as a winter cover crop. However, payment will not be allowed for the potash unless at least 300 pounds per acre of 20 percent superphosphate or its equivalent¹ is applied to the same land.

Practice No. 9.—Liming Cropland, Pasture Land, or Orchards: *Rate of Payment*—

All of the State except Long Island and Staten Island—\$3 for Each—

- (1) 2,000 pounds of pulverized limestone.
- (2) 1,500 pounds of hydrated lime.
- (3) 1,000 pounds of ground burned lime.

Long Island and Staten Island—\$3.75 for each—

- (1) 2,000 pounds of pulverized limestone.
- (2) 1,500 pounds of hydrated lime.
- (3) 1,000 pounds of ground burned lime.

The application per acre of at least 2,000 pounds of pulverized limestone, or 1,500 pounds of hydrated lime, or 1,000 pounds of ground burned lime to cropland, pasture land, or orchards,

—or—

The application to land used for the production of potatoes or vegetables of at least one-half of the above amounts.

Pulverized limestone is limestone which will analyze at least 50 percent total calcium and magnesium oxides, 100 percent of which will pass through a 20-mesh sieve and at least 25 percent of which will pass through a 100-mesh sieve.

¹ See equivalents in note on p. 2.

Equivalent quantities of other liming material approved by the State committee may be used and payment will be allowed for its use on the basis of the total calcium and magnesium oxide content and fineness.

GREEN MANURE AND COVER CROPS

Practice No. 10.—Green Manure Crop: *Rate of Payment, \$1.50 per Acre*

The plowing or disking under of a good stand and a good growth of (1) biennial or perennial legumes or grasses for which no payment for seeding is allowed in 1939, and, except in orchards, from which no crop of such legumes or grasses has ever been harvested; (2) annual legumes; (3) annual grasses; or (4) small grains. If the crop is one which is normally winter-killed, payment will be allowed for leaving a good stand and a good growth as a cover crop to protect the land from erosion.

In orchards where there is a good established sod and where at least 200 pounds of 16 percent nitrate of soda or its equivalent have been evenly distributed over each acre, payment will be allowed for cutting and leaving all the grass and legumes on the land even though a crop of hay may have been harvested in previous years.

Practice No. 11.—Seeding Winter Vetch: *Rate of Payment, \$1.50 per Acre*

Seeding inoculated winter vetch not later than October 1, 1939, and leaving the resulting crop on the land as a winter cover crop. It is recommended that the vetch be seeded at the rate of at least 25 pounds per acre with a supporting crop such as rye.

MULCHING

Practice No. 12.—Mulching Orchard Land: *Rate of Payment, \$1.50 per Ton*

The application of at least 1 ton per acre of air-dried straw or equivalent mulching material to orchard land, excluding barnyard and stable manure, and excluding also any materials grown in an orchard. All materials produced on the land during 1939 from grasses, legumes, green manure, or cover crops shall be left on the land. The crops produced on the land and the mulching material may be plowed or disked into the soil.

WOODLAND PRACTICES

Practice No. 13.—Planting Forest Trees: *Rate of Payment, \$7.50 per Acre*

The planting of nursery-grown forest-tree transplants or seedlings or lifted wild stock at the rate of at least 1,000 trees per acre, spaced about 6 by 6 feet on open farm land. When white-pine plantings are made, currant and gooseberry bushes within 1,000 feet of the planting site shall be removed.

The following varieties of forest trees are recommended for planting: White cedar, balsam, fir, European larch, Japanese larch, black locust, red pine, Scotch pine, white pine, Jack pine, and white spruce, Norway spruce, white ash basswood, black cherry, sugar maple, red oak, and bitternut hickory.

Other varieties may be planted if the county committee, upon advice of the Extension Service of the New York State College of Agriculture approves the selection.

Practice No. 14.—Woodland Management: *Rate of Payment, \$3 per Acre*

The improvement of the stand of forest trees on not more than 4 acres, by thinning or weeding to develop a good stand of potential timber trees of desirable species well distributed over the area of woodland improved. This practice is to be carried out according to plans approved in advance by the county committee based on the recommendations of the Extension Service of the New York State College of Agriculture.

Practice No. 15.—Excluding Livestock from Farm Woodland: *Rate of Payment, \$0.75 for Each 2 Acres*

The restoration of farm woodland previously used for pasture by excluding livestock. Payment will be allowed for each acre of woodland from which livestock are excluded, but not in excess of 2 acres for each animal unit which is normally allowed to graze in the woodland.

NOTE.—Animal unit means one cow, one horse, five sheep, five goats, two calves, or two colts, or the equivalent thereof.

The operator must obtain the approval of the county committee before performing this practice.

SOIL EROSION CONTROL

Practice No. 16.—Planting Shrub Windbreaks on Muck Land: *Rate of Payment, \$0.75 per Acre*

The planting of shrubs not more than 1 foot apart, in parallel rows not more than 250 feet apart, on muck land. This practice is to be carried out according to plans approved in advance by the county committee based on the recommendations of the Extension Service of the New York State College of Agriculture.

Practice No. 17.—Maintaining Shrub Windbreaks on Muck Land: *Rate of Payment, \$0.75 per Acre*

The maintenance of shrub windbreaks which are not over 10 years old and which have been planted in accordance with the recommendations of the Extension Service of the State College of Agriculture. Maintenance shall include replacing dead shrubs, pruning or cutting back live shrubs when necessary, so that sufficient thickness and vigor of growth for adequate protection against erosion may be assured, and other measures necessary to maintain a well-kept, effective hedge. Payment will be allowed only if, on inspection, the windbreaks are found to be thick, well-kept, and solidly planted with live shrubs.

Practice No. 18.—Stripcropping: *Rate of Payment, \$0.75 for Each 2 Acres*

The establishment and maintenance of alternate contour strips of intertilled and close-growing crops.

This practice is to be carried out according to plans approved in advance by the county committee based on recommendations of the Soil Conservation Service or the Extension Service of the New York State College of Agriculture.

Practice No. 19.—Contour Farming: *Rate of Payment*, \$0.75 for Each 4 Acres

The cultivation of intertilled crops on the contour.

This practice is to be carried out according to plans approved in advance by the county committee, based on the recommendations of the Soil Conservation Service or the Extension Service of the New York State College of Agriculture.

Practice No. 20.—Terracing: *Rate of Payment*, \$1.50 for Each 200 Linear Feet

The construction of diversion ditches for which proper outlets are provided.

This practice is to be carried out according to plans approved in advance by the county committee based on the recommendations of the Soil Conservation Service or the Extension Service of the New York State College of Agriculture.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the largest possible soil-building payment. If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, and materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the largest possible soil-building payment.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which does not have an acreage allotment, the total payment for the year will be computed by finding the amount earned for soil-building practices carried out and then subtracting the deductions, if any, which apply:

Add together the payments for each soil-building practice carried out at the rate shown in the description of the practice. However, the total payment computed for carrying out soil-building practices shall not exceed the largest possible soil-building payment.

Then subtract \$20 for each acre of vegetables planted for market (including potatoes) in excess of 3 acres. Subtract 50 cents per bushel times the normal yield of wheat for the farm, for each acre of wheat harvested for grain or hay in excess of 8 acres.

ACREAGE ALLOTMENTS

In 1939 acreage allotments will be set by county committees in a manner very similar to that in which they were set in 1938.

Potato allotments will be set on farms that usually grow more than 3 acres of potatoes.

Wheat allotments will be set for farms which usually grow wheat, but a farmer whose wheat allotment is 8 acres or less may choose to have his farm considered as a non-allotment farm with respect to wheat.

Tobacco allotments will be set on farms which usually grow tobacco.

If more than 8 acres of corn for grain are usually grown on a farm with a potato, wheat, or tobacco allotment, a usual acreage of corn for grain will also be set for that farm.

Vegetable allotments will be set on farms that planted in 1936 and 1937 an average of 3 or more acres of vegetables to be sold off the farm.

AMOUNT OF PAYMENT EARNED ON ALLOTMENT FARMS

The amount that is earned on any farm with an allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any, which apply:

ALL ALLOTMENT FARMS

A payment at the rate shown in the description of the practice will be computed for each soil-building practice carried out. The total payment computed for carrying out soil-building practices shall not exceed the largest possible soil-building payment.

FARMS WITH POTATO, WHEAT, OR TOBACCO ALLOTMENTS

Potatoes.—A payment of 3 cents per bushel times the normal yield of potatoes per acre will be computed for each acre in the potato allotment or for 125 percent of the acreage planted to potatoes, whichever is smaller.

A deduction of 30 cents per bushel times the normal yield will be made for each acre planted to potatoes over the potato allotment.

If a farmer is growing wheat or expects to harvest corn for grain or plant vegetables, he should read the deduction paragraph for each of these crops.

Wheat.—A payment of 17 cents per bushel times the normal yield will be computed for each acre in the wheat acreage allotment, or for 125 percent of the acreage planted to wheat, whichever is smaller.

A deduction of 50 cents per bushel times the normal yield will be made for each acre planted to wheat over the wheat allotment. If the farm has no wheat allotment, a deduction at the same rate will be made for each acre of wheat harvested for grain or hay over 8 acres.

If a farmer expects to harvest corn for grain, or plant vegetables or potatoes, he should read the deduction paragraph for corn for grain or vegetables.

Tobacco.—A payment of 1 cent per pound times the normal yield will be computed for each acre in the tobacco allotment.

A deduction of 8 cents per pound times the normal yield will be made for each acre of tobacco harvested over the tobacco allotment.

If a farmer is growing wheat, or expects to harvest corn for grain, or plant vegetables or potatoes, he should read the deduction paragraph for wheat, corn for grain or vegetables.

Corn for Grain.—A deduction of \$10 will be made on potato, wheat, or tobacco allotment farms for each acre of corn harvested for grain over the usual acreage set for the farm. If no usual acreage is set for the farm, \$10 will be deducted for each acre of corn harvested for grain over 8 acres.

FARMS WITH VEGETABLE ALLOTMENTS

A payment of \$1.50 will be computed for each acre in the vegetable allotment, or for 125 percent of the acreage planted to vegetables, whichever is smaller.

A deduction of \$20 will be made for each acre planted to vegetables over the vegetable allotment. If the farm has no vegetable allotment, \$20 will be deducted for each acre over 3 acres planted to commercial vegetables, including potatoes on a farm with no potato allotment.

If a farmer is growing wheat, he should read the deduction paragraph for wheat.

INCREASE OF PAYMENTS

There will be added to each person's share of the farm payment, if that share is less than \$200, the amount of increase indicated in the following:

Payment earned:	Amount of increase
\$20 or less.....	40 percent.
\$21 to \$40.....	\$8, plus 20 percent of amount over \$20.
\$41 to \$60.....	\$12, plus 10 percent of amount over \$40.
\$61 to \$180.....	\$14.
\$181 to \$200.....	Enough to increase payment to \$200.

ADMINISTRATIVE EXPENSE

There will be deducted from each person's payment his share of the expense of administering the program in his county.

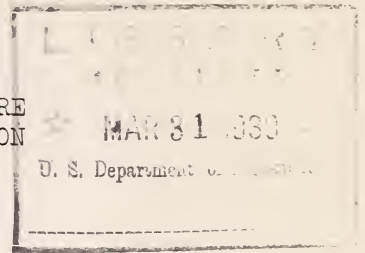
A. W. MANCHESTER,
Director, Northeast Division,
Agricultural Adjustment Administration.
 E. A. FLANSBURGH, *State Executive Officer.*
 CARL G. WOOSTER,
 LEON A. CHAPIN,
 RALPH Y. DEWOLFE,
 JOHN WICKHAM,
 CARL N. EMERLING,
 L. R. SIMONS, *Director*
of Extensions,
State Committee.

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Issued March 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division



OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN NEW YORK

There shall be inserted immediately after Practice No. 21,
Woodland Rehabilitation Practice on Hurricane Devastated Woodlands,
the following practice:

"Practice No. 22-Mulching Perennial Vegetable Land

Rate of Payment, \$0.75 per ton.

Application of not less than two tons, air dry weight, of straw or equivalent mulching materials, excluding barnyard and stable manure, per acre on perennial commercial vegetable land."

A. W. Manchester

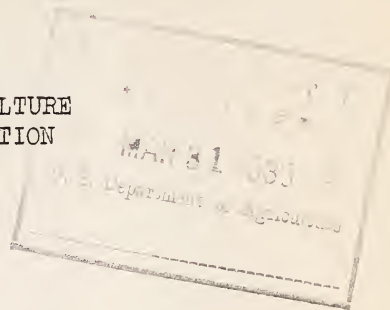
A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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NER-310 - New York - Supplement (3)

Issued March 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division



OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN
NEW YORK

The matter in Practice No. 9, Liming Cropland, Pasture Land, or Orchards,
which reads as follows:

"All of the State except Long Island and Staten Island - \$3 for Each -"
is hereby stricken out and the following inserted in lieu thereof:

All of the State except Long Island and Staten Island - \$3.50 for Each-

A. W. Manchester

A. W. Manchester,
Director, Northeast Division

Issued March 1939

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN
NEW YORK

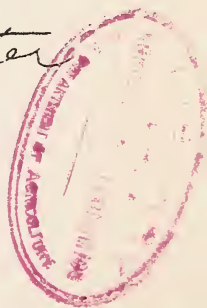
The matter in Practice No. 9, Liming Cropland, Pasture Land, or Orchards,
which reads as follows:

"All of the State except Long Island and Staten Island - \$3 for Each -"
is hereby stricken out and the following inserted in lieu thereof:

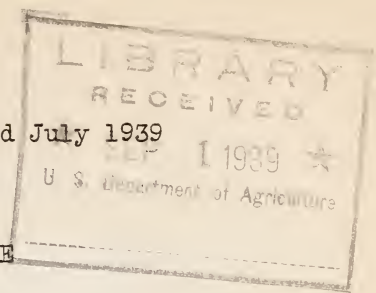
All of the State except Long Island and Staten Island - \$3.50 for Each-

A. W. Manchester

A. W. Manchester,
Director, Northeast Division



Issued July 1939



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN NEW YORK

Supplement (4)

Bulletin NER-310 as previously amended for the State of New York is hereby further amended by adding the following as the second paragraph under the heading "SOIL-BUILDING PRACTICES":

When determining whether the amount of material applied per acre was sufficient to meet the minimum rate of application under a practice, it is permissible to allow a 10 percent tolerance. Where the payment for a practice is based upon the amount of material applied, payment will be computed for the actual amount of material used if the amount applied per acre comes within the 10 percent tolerance. However, where the payment for a practice is based upon the number of acres treated, payment will be computed for the practice on the acreage to which the practice was applied if the application of material per acre was within the 10 percent tolerance, except that in the case of Practice No. 22 no payment will be allowed if the amount of mulching material applied per acre is less than 2 tons.

F. B. Northrup,
Acting Director, Northeast Division,
Agricultural Adjustment Administration.

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Issued January 26, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

NORTHEAST DIVISION

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN PENNSYLVANIA

The 1939 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves and assuring consumers plenty of supplies.

In 1939, as in 1938, cooperating farmers in Pennsylvania will be offered payments which they can earn in two ways: (1) By using approved soil-building practices and (2) in some cases, by staying within acreage allotments for potatoes, wheat, tobacco, and vegetables.

LARGEST POSSIBLE SOIL-BUILDING PAYMENT

Each Pennsylvania farmer who takes part in this program is expected to use one or more of the approved soil-building practices which are good for his farm. In order that the farmer will know how many practices he may carry out and for which he can earn payment, the **largest possible soil-building payment** will be computed for his farm. This **largest possible soil-building payment** is found by adding all of the following items which apply to the farm:

70 cents times the acreage of cropland on the farm, not counting the acreage in bearing orchards and in the potato, wheat, and tobacco allotments;

\$2 times the acreage of bearing orchards on the farm on January 1, 1939; and
40 cents times the acreage of fenced, noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in Pennsylvania may carry out and for which they can earn payment under the 1939 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on any farm, payment at the rate indicated in the description of the practice will be allowed toward earning the **largest possible soil-building payment** established for the farm. However, the payment computed for carrying out practices cannot be larger than the **largest possible soil-building payment**.

FARM WOODLAND IMPROVEMENT

Practice No. 1.—Planting Forest Trees: Rate of Payment, \$7.50 per Acre

The planting of transplanted forest trees (except sugar maples) at the rate of at least 1,000 trees per acre. The planting of 1½ acres

of seedlings at the rate of at least 1,000 trees per acre is equivalent to planting 1 acre of transplants. The planting of 2 acres of sugar maple trees at the rate of at least 500 trees per acre is equivalent to planting 1 acre of transplants. The trees are to be evenly distributed and adequately protected against livestock grazing.

Payment for more than one area, if smaller than 1 acre, will be allowed if the total of all such areas on the farm is equal to one-half acre or more.

The following varieties of forest trees are recommended for planting: Japanese larch, pitch pine, Norway spruce, black locust, red pine, white spruce, red oak, white pine, Scotch pine, black walnut, Banks pine, and sugar maple.

Other varieties may be planted if the county committee, on the advice of the State extension forester, approves the selection.

Practice No. 2.—Improving Woodlands: *Rate of Payment, \$3 per Acre*

The improvement of the stand of forest trees on not more than 5 acres by cutting weed trees or thinning or pruning other trees to develop at least 100 potential timber trees of desirable species well distributed over each acre of woodland improved.

Operators shall obtain prior approval of the county committee and instructions in accordance with recommendations of the State extension forester before performing this practice.

Practice No. 3.—Excluding Livestock from Farm Woodland: *Rate of Payment, \$0.75 for Each 2 Acres*

The restoration of farm woodland previously used for pasture by excluding livestock.

Payment will be allowed for each acre of woodland from which livestock are excluded, but not in excess of 2 acres for each animal unit which is normally allowed to graze in the woodland.

NOTE: Animal unit means one cow, one horse, five sheep, five goats, two calves, or two colts, or the equivalent thereof.

Operators shall obtain approval of the county committee before performing this practice.

ESTABLISHING NEW SEEDINGS

In order to comply for payment for practices 4 to 7, inclusive, the county committee shall determine that (1) at least 32 pounds of available phosphoric acid has been applied per acre between August 1, 1938, and the time of seeding, and (2) sufficient liming material has been applied per acre under practice 14 to earn at least \$3, or the application of liming material is not needed in order to assure a good stand because of sufficient lime supplies in the soil or the application of lime during 1936, 1937, or 1938.

Practice No. 4.—Seeding Pasture Mixtures: *Rate of Payment*, \$3 per Acre

The seeding per acre of (1) at least 4 pounds of alsike, domestic or Canadian red clover seed or mixtures of these, 2 pounds of white or ladino clover seed, and 6 pounds of bluegrass seed in a pasture mixture containing at least 18 pounds of seed; (2) at least 25 pounds per acre of Cornell pasture mixture; or (3) at least 20 pounds per acre of Cornell hay pasture mixture. All or part of the grass seed may have been sown in the fall of 1938.

Payment will not be allowed for this practice if either (1) such seedings are plowed or disked under for green manure or (2) the provisions of the foregoing paragraph with reference to fertilizer and lime are not complied with.

Practice No. 5.—Reseeding Pastures: *Rate of Payment*, \$1.50 for Each 10 Pounds of Seed

The reseeding of an established pasture with a pasture mixture containing at least one-third white, alsike, domestic or Canadian red clover seed, or mixtures of these, and at least one-third bluegrass seed. Payment will not be allowed unless the provisions of the foregoing paragraph with reference to lime are complied with and at least 60 pounds per acre of available phosphoric acid are applied.

Practice No. 6.—Establishing New Seedings of Alfalfa: *Rate of Payment*, \$3 per Acre

The seeding of hardy, northern-grown domestic or Canadian alfalfa. One of the following shall be used:

(1) At least 12 pounds per acre of such alfalfa seed.

(2) A mixture containing at least 8 pounds per acre of such alfalfa seed, at least 4 pounds of alsike, domestic or Canadian red clover seed, or mixtures of these, and at least 4 pounds of grass seed. The grass seed may have been seeded on the same land in the fall of 1938.

Payment will not be allowed for this practice if either (1) such seedings are plowed or disked under for green manure or (2) the provisions of the foregoing paragraph with reference to fertilizer and lime are not complied with.

Practice No. 7.—Establishing New Seedings of Clover: *Rate of Payment*, \$1.50 per Acre

The seeding per acre of (1) at least 6 pounds of alsike, domestic or Canadian red clover seed in a mixture containing at least 12 pounds (2) at least 12 pounds of sweet clover and at least 4 pounds of timothy in a mixture containing at least 16 pounds. (All or part of the timothy or any grass seed may have been seeded on the same land in the fall of 1938.)

Payment will not be allowed for this practice if either (1) such seedings are plowed or disked under for green manure or (2) the provisions of the foregoing paragraph with reference to fertilizer and lime are not complied with.

Practice No. 8.—Green Manure and Cover Crops: *Rate of Payment*, \$1.50 per Acre

The plowing or disking under of a good stand and a good growth of (1) biennial or perennial legumes or grasses for which no payment for seeding is allowed in 1939, and from which no crop of such legumes or grasses has ever been harvested, except in orchards (see following paragraph); (2) annual legumes; (3) annual grasses; or (4) small grains. If the green manure crop is one which is normally winter-killed, payment will be allowed for leaving a good stand and a good growth on the land instead of plowing or disking it under.

If the green manure crop is grown in an orchard and sufficient fertilizing material has been applied to attain a good stand and a good growth of such crop, evenly distributed on the land, payment will be allowed for cutting or leaving it on the land instead of plowing or disking it under.

Practice No. 9.—Seeding Winter Legume Cover Crops: *Rate of Payment*, \$1.50 per Acre

The seeding of (1) at least 25 pounds per acre of winter vetch not later than September 15, 1939, or (2) at least 15 pounds of crimson or sweet clover not later than August 15, 1939, and the leaving of the crop on the land as a winter cover crop.

MULCHING ORCHARDS

Practice No. 10.—Mulching Orchards: *Rate of Payment*, \$1.50 per Acre

The application of at least 1 ton per acre of air-dried straw, hay, or finely shredded corn fodder to orchard land as a mulch. All materials produced on the land during 1939 from grasses, legumes, green manure, or cover crops are to be left on the land.

SOIL EROSION CONTROL

Practice No. 11.—Stripcropping: *Rate of Payment*, \$0.75 for Each 2 Acres

The planting and maintenance of cropland having a general slope of over 5 percent, in strips approximately on the contour. Strips of intertilled crops at least 50 feet and not more than 100 feet in width must be separated by strips of close-growing crops of the same width. In general, the width of the strips should become smaller as the percentage of slope increases.

Where the advice of the Soil Conservation Service or the Agricultural Extension Service is available, they should be consulted concerning the proper way to carry out this practice.

Practice No. 12.—Contour Furrowing Noncrop, Open Pasture Land: *Rate of Payment*, \$0.75 for Each 2 Acres

This practice shall be performed in the following manner:

(1) Mark lines on the contour across the field to be furrowed. These lines should be spaced according to the slope of the land, one line for every 2 feet of vertical drop.

(2) Turn double furrows (two furrows turned the same way) 50 feet long and approximately 8 inches deep on each of these lines. Between each 50-foot double furrow there must be left an unplowed space of about 6 feet. The 6-foot unplowed spaces on one line shall be left directly above the 50-foot plowed furrows on the line directly below it.

Where the advice of the Soil Conservation Service or the Agricultural Extension Service is available, they should be consulted concerning the proper way to carry out this practice.

Practice No. 13.—Terracing: *Rate of Payment*, \$1.50 for Each 200 Linear Feet

The construction of standard terrace, for which proper outlets are provided, in accordance with instructions issued by the Soil Conservation Service or the Agricultural Extension Service. Operators must obtain the approval of the county committee before performing this practice.

APPLYING LIMING MATERIAL AND FERTILIZERS

Practice No. 14.—Liming Cropland, Pasture Land, or Orchards: *Rate of Payment*, \$1.50 for Each—

- (1) 500 pounds of total calcium and magnesium oxides in pulverized or ground limestone, ground burned lime, hydrated lime, pulverized oyster shell, crushed agricultural slag, artificial carbonates of lime, or artificially dried marl, which will pass through a 20-mesh sieve.
- (2) 2,000 pounds of marl (not artificially dried).
- (3) 2,500 pounds of water-cooled agricultural slag.
- (4) 1,000 pounds of lump burned lime.
- (5) Quantity of other liming materials classified and approved by the State committee with the approval of the Regional Director.

The application per acre of at least 750 pounds of hydrated lime, 500 pounds of ground burned lime, or 1,000 pounds of other liming material to cropland, pasture land, or orchards.

Practice No. 15.—Applying Available Phosphoric Acid: *Rate of Payment*, \$1.50 for Each 48 Pounds

The application per acre of (1) at least 32 pounds of available phosphoric acid to perennial or biennial legumes, perennial grasses, or winter legumes, or in connection with the seeding of any of these crops,

or (2) at least 60 pounds of available phosphoric acid to permanent pasture.

If phosphoric acid is applied in connection with a seeding made in a nurse crop which is harvested for grain, 32 pounds of available phosphoric acid per acre will be deducted.

Practice No. 16.—Applying Available Potash: *Rate of Payment*, \$1.50 for Each 100 Pounds

The application of at least 12 pounds per acre of available potash to perennial or biennial legumes, perennial grasses, winter legumes, or permanent pasture, or in connection with the seeding in 1939 of any of these crops.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the **largest possible soil-building payment**. If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, and materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the **largest possible soil-building payment**.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which does not have an acreage allotment the total payment for the year will be computed by finding the amount earned for soil-building practices carried out, then subtracting the deductions, if any, which apply:

Add together the payments for each soil-building practice at the rate shown in the description of the practice. However, the total payment computed for carrying out soil-building practices shall not exceed the **largest possible soil-building payment**.

Then subtract \$20 for each acre of vegetables (including potatoes) planted for market in excess of 3 acres and subtract 50 cents per bushel times the normal yield of wheat for the farm for each acre of wheat harvested for grain or hay in excess of 8 acres.

ACREAGE ALLOTMENTS

In 1939 acreage allotments will be set by county committees in a manner very similar to that in which they were set in 1938.

Potato allotments will be set on farms that usually grow more than 3 acres of potatoes.

Wheat allotments have been set for farms which usually grow wheat, but a farmer whose wheat allotment is 8 acres or less may choose to have his farm considered as a non-allotment farm with respect to wheat.

Tobacco allotments will be set on farms which usually grow tobacco.

If more than 8 acres of corn for grain are usually grown on a farm with a potato, wheat, or tobacco allotment, a usual acreage of corn for grain will also be set for that farm.

Vegetable allotments will be set on farms that planted in 1936 and 1937 an average of 3 or more acres of vegetables to be sold off the farm.

AMOUNT OF PAYMENT EARNED ON ALLOTMENT FARMS

The amount that is earned on any farm with an allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any, which apply:

ALL ALLOTMENT FARMS

A **payment** at the rate shown in the description of the practice will be computed for each soil-building practice carried out. **The total payment computed for carrying out soil-building practices shall not exceed the largest possible soil-building payment.**

FARMS WITH POTATO, WHEAT, OR TOBACCO ALLOTMENTS

Potatoes.—A **payment** of 3 cents per bushel times the normal yield of potatoes per acre will be computed for each acre in the potato allotment or for 125 percent of the acreage planted to potatoes, whichever is smaller.

A **deduction** of 30 cents per bushel times the normal yield will be made for each acre planted to potatoes over the potato allotment.

If a farmer is growing wheat or expects to harvest corn for grain or plant vegetables, he should read the deduction paragraph for each of these crops.

Wheat.—A **payment** of 17 cents per bushel times the normal yield will be computed for each acre in the wheat acreage allotment, or for 125 percent of the acreage planted to wheat, whichever is smaller.

A **deduction** of 50 cents per bushel times the normal yield will be made for each acre planted to wheat over the wheat allotment. If the farm has no wheat allotment, a deduction at the same rate will be made for each acre of wheat harvested for grain or hay over 8 acres.

If a farmer expects to harvest corn for grain, or plant vegetables or potatoes, he should read the deduction paragraph for corn for grain or vegetables.

Tobacco.—A **payment** of 1 cent per pound times the normal yield will be computed for each acre in the tobacco allotment.

A **deduction** of 8 cents per pound times the normal yield will be made for each acre of tobacco harvested over the tobacco allotment.

If a farmer is growing wheat, or expects to harvest corn for grain, or plant vegetables or potatoes, he should read the deduction paragraph for wheat, corn for grain, or vegetables.

Corn for grain.—A deduction of \$10 will be made on potato, wheat, or tobacco allotment farms for each acre of corn harvested for grain over the usual acreage set for the farm. If no usual acreage is set for the farm, \$10 will be deducted for each acre of corn harvested for grain over 8 acres.

FARMS WITH VEGETABLE ALLOTMENTS

A payment of \$1.50 will be computed for each acre in the vegetable allotment or for 125 percent of the acreage planted to vegetables, whichever is smaller.

A deduction of \$20 will be made for each acre planted to vegetables over the vegetable allotment. If the farm has no vegetable allotment, \$20 will be deducted for each acre over 3 acres planted to commercial vegetables, including potatoes on a farm with no potato allotment.

If a farmer is growing wheat, he should read the deduction paragraph for wheat.

INCREASE OF PAYMENTS

There will be added to each person's share of the farm payment, if that share is less than \$200, the amount of increase indicated in the following:

Payment earned:	Amount of Increase
\$20 or less.....	40 percent.
\$21 to \$40.....	\$8, plus 20 percent of amount over \$20.
\$41 to \$60.....	\$12, plus ten percent of amount over \$40.
\$61 to \$186.....	\$14.
\$187 to \$200.....	Enough to increase payment to \$200.

ADMINISTRATIVE EXPENSE

There will be deducted from each person's payment, his share of the expense of administering the program in his county.

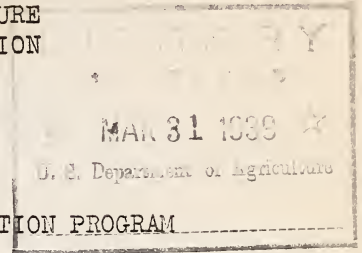
A. W. MANCHESTER,
Director, Northeast Division,
Agricultural Adjustment Administration.
 W. S. HAGAR,
State Executive Officer.
 JOHN R. PARKER,
 JAMES E. WALKER,
 GRAYBILL G. MINNICH,
 M. S. McDOWELL, *Director*
of Extension,
State Committee.

Issued March 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM
IN PENNSYLVANIA



The matter in Practice No. 14, Liming Cropland, Pasture Land, or Orchards, which reads as follows:

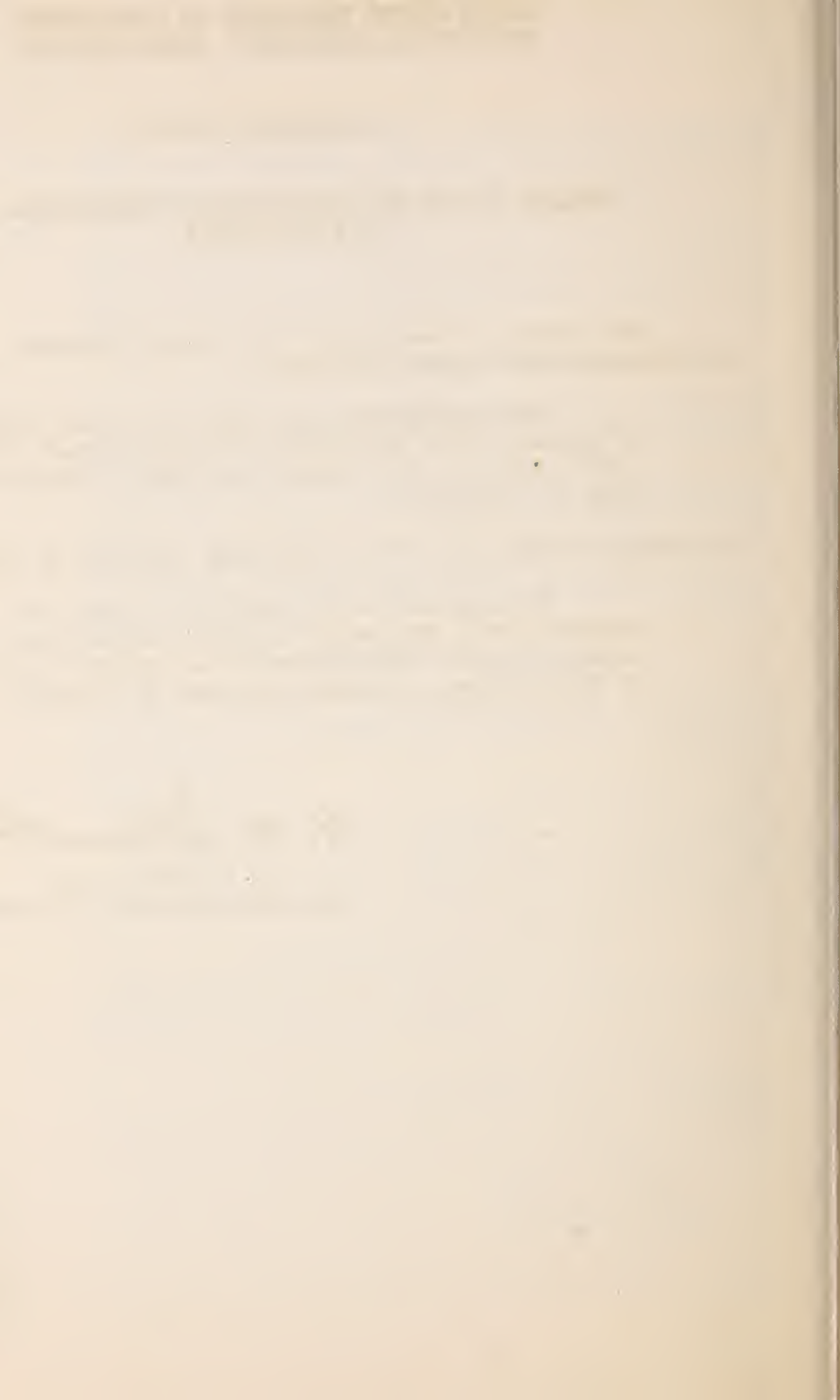
"The application per acre of at least 750 pounds of hydrated lime, 500 pounds of ground burned lime, or 1,000 pounds of other liming material to cropland, pasture land, or orchards",

is hereby stricken out and the following inserted in lieu thereof:

The application per acre of at least 750 pounds of hydrated lime, 500 pounds of ground burned lime, or 1,000 pounds of other liming material to cropland or pasture land or of any amount of liming material to orchards.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division.



Issued March 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

MAR 31 1939

U. S. Department of Agriculture

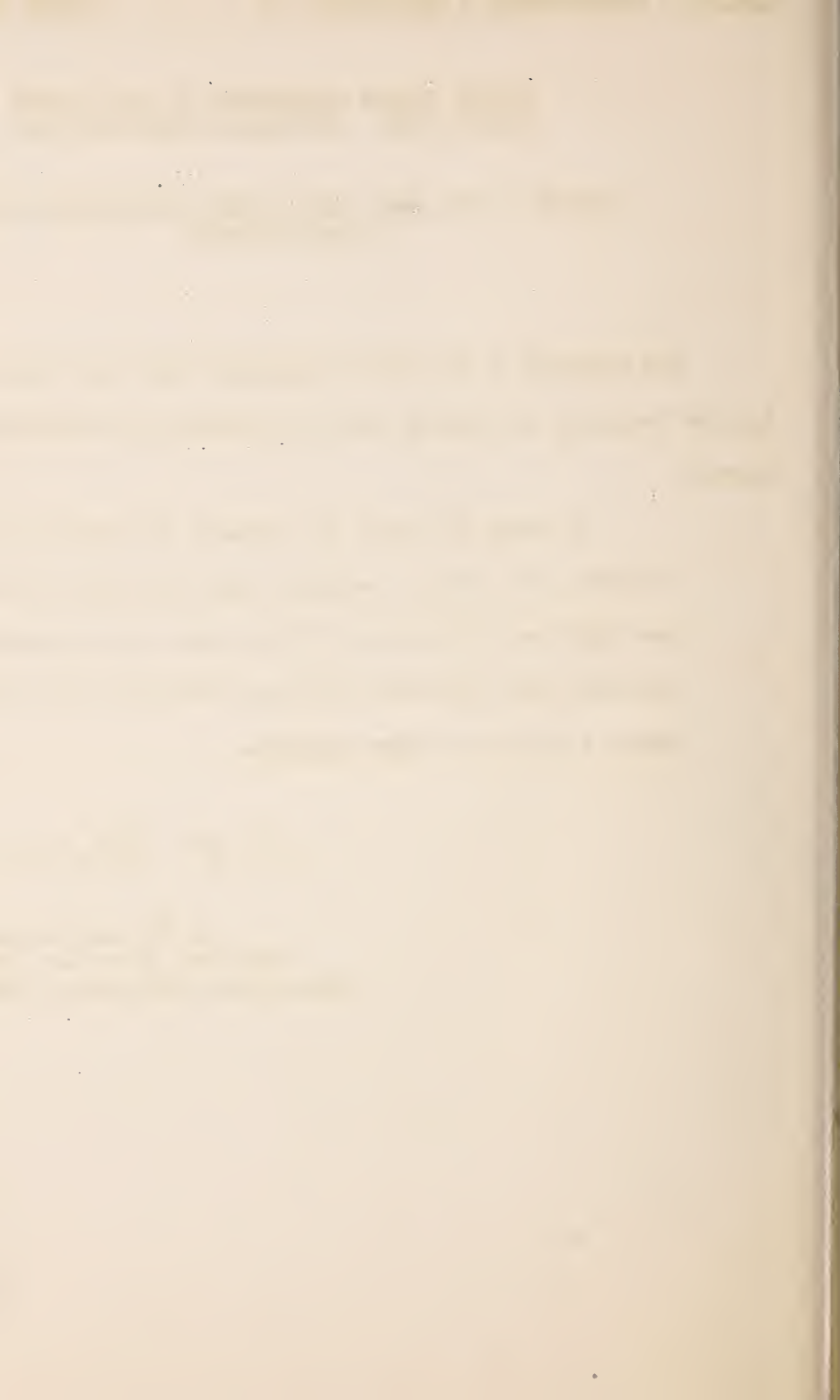
OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM
IN PENNSYLVANIA

The material in the first paragraph under the heading "Establishing New Seedlings" is deleted and the following is inserted in lieu thereof:

In order to comply for payment for Practices 4 to 7, inclusive, the County Committee shall determine that (1) a good stand was obtained or (2) in case a good stand ~~was~~ not obtained, that sufficient lime and fertilizer to ordinarily obtain a good stand ~~were~~ applied.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN PENNSYLVANIA

Practice No. 14, "Liming Cropland, Pasture Land, or Orchards," is hereby amended to read as follows:

"Practice No. 14.-Liming Cropland, Pasture Land, or Orchards:

Rate of Payment -

Columbia, Lycoming and Sullivan Counties:

\$1.50 for Each-

- (1) 425 pounds of total calcium and magnesium oxides in pulverized or ground limestone, ground burned lime, hydrated lime, pulverized oyster shell, crushed agricultural slag, artificial carbonates of lime, or artificially dried marl, which will pass through a 20-mesh sieve.
- (2) 1,700 pounds of marl (not artificially dried).
- (3) 2,125 pounds of water-cooled agricultural slag.
- (4) 850 pounds of lump burned lime.
- (5) Quantity of other liming materials classified and approved by the State committee with the approval of the Regional Director.

Bradford, McKean, Potter, Susquehanna, Tioga, Wayne, and Wyoming Counties:

\$1.50 for Each-

- (1) 395 pounds of total calcium and magnesium oxides in pulverized or ground limestone, ground burned lime, hydrated lime, pulverized oyster shell, crushed agricultural slag, artificial carbonates of lime, or artificially dried marl, which will pass through a 20-mesh sieve.
- (2) 1,580 pounds of marl (not artificially dried).
- (3) 1,975 pounds of water-cooled agricultural slag.
- (4) 790 pounds of lump burned lime.
- (5) Quantity of other liming materials classified and approved by the State committee with the approval of the Regional Director.

All Other Counties in the State:

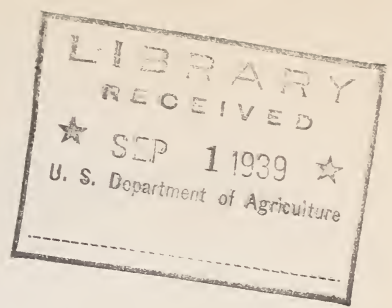
\$1.50 for Each-

- (1) 500 pounds of total calcium and magnesium oxides in pulverized or ground limestone, ground burned lime, hydrated lime, pulverized oyster shell, crushed agricultural slag, artificial carbonates of lime, or artificially dried marl, which will pass through a 20-mesh sieve.
- (2) 2,000 pounds of marl (not artificially dried).
- (3) 2,500 pounds of water-cooled agricultural slag.
- (4) 1,000 pounds of lump burned lime.
- (5) Quantity of other liming materials classified and approved by the State committee with the approval of the Regional Director.

The application per acre of at least 750 pounds of hydrated lime, 500 pounds of ground burned lime, or 1,000 pounds of other liming material to cropland or pasture land or of any amount of liming material to orchards."

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.



NER-310 - Pennsylvania - Supplement (6)

Issued August 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN PENNSYLVANIA

Supplement (6)

Practice No. 9 is hereby amended to read as follows:

Practice No. 9.-Seeding Winter Cover Crops

Rate of Payment: \$1.50 per Acre

The seeding of (1) at least 25 pounds per acre of winter vetch not later than September 15, 1939, (2) at least 15 pounds of crimson or sweet clover not later than August 15, 1939, or (3) at least 25 pounds per acre of annual ryegrass not later than September 15, 1939 and the leaving of the crop on the land as a winter cover crop.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTHEAST DIVISION

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN RHODE ISLAND

The 1939 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves and assuring consumers plenty of supplies.

In 1939, as in 1938, cooperating farmers in Rhode Island will be offered payments which they can earn in two ways: (1) By using approved soil-building practices and (2) in some cases, by staying within acreage allotments for potatoes and vegetables.

LARGEST POSSIBLE SOIL-BUILDING PAYMENT

Each Rhode Island farmer who takes part in this program is expected to use one or more of the approved soil-building practices which are good for his farm. In order that the farmer will know how many practices he may carry out and for which he can earn payment, a **largest possible soil-building payment** will be computed for his farm. This **largest possible soil-building payment** is found by adding all of the following items which apply to the farm:

70 cents times the acreage of cropland on the farm, not counting acreage in bearing orchards and in the potato allotment;

\$2 times the acreage of bearing orchards on the farm on January 1, 1939; and

40 cents times the acreage of fenced, noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in Rhode Island may carry out and for which they can earn payment under the 1939 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on any farm, payment at the rate indicated in the description of the practice will be allowed toward earning the **largest possible soil-building payment** established for the farm. However, the payment computed for carrying out practices cannot be larger than the **largest possible soil-building payment**.

APPLYING FERTILIZERS AND LIMING

Practice No. 1.—Liming Cropland, Pasture Land, or Orchards: *Rate of Payment*, \$1.50 for Each—

- (1) 600 pounds of standard ground limestone or 450 pounds of hydrated lime.
- (2) 300 pounds of calcium oxide neutralizing equivalent in ground limestone (other than standard) which will pass through a 20-mesh sieve.

The application per acre of at least 1,000 pounds of ground limestone or 750 pounds of hydrated lime to cropland, pasture land, or orchards.

Standard ground limestone is limestone which will analyze at least 50 percent total magnesium and calcium oxides, 100 percent of which will pass through a 20-mesh sieve and at least 60 percent of which will pass through a 100-mesh sieve.

Equivalent quantities of other liming material approved by the State committee may be used.

Practice No. 2.—Applying Superphosphate: *Rate of Payment*, \$1.50 for Each 300 Pounds of 16 Percent Superphosphate or the Equivalent

The application of at least 200 pounds per acre of 16 percent superphosphate or its equivalent to alfalfa or clovers, perennial grasses, winter vetch, Austrian field peas, or permanent pasture or in connection with the seeding of these legumes and grasses.

NOTE: The following are equivalents of 200 pounds of 16 percent superphosphate:

- 160 pounds of 20 percent superphosphate.
- 100 pounds of 32 percent superphosphate.
- 80 pounds of 40 percent superphosphate.
- 66 $\frac{2}{3}$ pounds of 45 percent superphosphate.

Superphosphate used under the program as specified in the first paragraph of this practice may first be incorporated with stable manure or used on dropping boards in poultry houses.

If superphosphate is used on a nurse crop which is harvested for grain, 200 pounds of 16 percent superphosphate or its equivalent per acre will be deducted.

Practice No. 3.—Applying Muriate of Potash: *Rate of Payment*, \$0.75 for Each 100 Pounds of 50 Percent Muriate of Potash or Its Equivalent

The application of at least 50 pounds per acre of 50 percent muriate of potash or its equivalent to alfalfa, clover, perennial grasses, winter vetch, Austrian field peas, or permanent pasture or in connection with the seeding of these legumes and grasses.

ESTABLISHING NEW SEEDINGS

Practice No. 4.—Seeding Alfalfa: *Rate of Payment, \$3 per Acre*

On land suited to the growth of alfalfa, the seeding of at least 10 pounds per acre of hardy, northern-grown domestic or Canadian alfalfa seed, alone or in mixtures.

The seeding should be made on land prepared by the application of at least: (1) 6,000 pounds of ground limestone or 4,500 pounds of hydrated lime, 800 pounds of 16 percent superphosphate or its equivalent, and 300 pounds of 50 percent muriate of potash or its equivalent per acre, or (2) sufficient liming material—superphosphate and muriate of potash—per acre to meet the requirements shown by a soil test which conforms with the requirements of the State committee.

Practice No. 5.—Seeding Red or Alsike Clover: *Rate of Payment, \$1.50 per Acre*

The seeding per acre of mixtures containing at least 5 pounds of hardy, northern-grown domestic or Canadian red clover or alsike clover.

Seeding should be on land prepared by application of at least: (1) 2,000 pounds of ground limestone or 1,500 pounds of hydrated lime, 600 pounds of 16 percent superphosphate or its equivalent, and 200 pounds of 50 percent muriate of potash or its equivalent per acre or (2) sufficient liming material—superphosphate and potash—per acre to meet the requirements shown by a soil test which conforms with the requirements of the State committee.

Practice No. 6.—Seeding Ladino or White Dutch Clover: *Rate of Payment, \$3 per Acre*

The seeding of pasture mixtures containing at least 2 pounds of ladino or white Dutch clover per acre.

Seeding should be made on land prepared by the application of at least: (1) 2,000 pounds of ground limestone or 1,500 pounds of hydrated lime, 600 pounds of 16 percent superphosphate or its equivalent, and 200 pounds of 50 percent muriate of potash or its equivalent per acre or (2) sufficient liming material—superphosphate and muriate of potash—per acre to meet the requirements shown by a soil test conforming with the requirements of the State committee.

Practice No. 7.—Seeding Winter Legumes: *Rate of Payment, \$1.50 per Acre*

The seeding and leaving of a good growth of winter vetch or Austrian field peas on the land as a winter cover crop. Winter wheat or rye may be used as a support crop.

GREEN MANURE CROPS

Practice No. 8.—Green Manure Crops: *Rate of Payment, \$1.50 per Acre*

The plowing or disking under of a good stand and a good growth of (1) biennial or perennial legumes or grasses for which no payment

for seeding is allowed in 1939 and, except in orchards, from which no crop of such legumes or grasses has ever been harvested; (2) annual legumes; (3) annual grasses; or (4) small grains. If the crop is one which is normally winter-killed, payment will be allowed for leaving a good stand and a good growth on the land instead of plowing or disking it under.

If the crop is grown in orchards and sufficient fertilizing material has been applied to attain a good stand and a good growth of such crop evenly distributed on the land, payment will be allowed for cutting and leaving it on the land instead of plowing or disking it under.

It is not generally good farming practice to plow down green manure crops if it will result in leaving the land unprotected during the winter. It is recommended, therefore, that crops which are normally winter-killed and which otherwise might be considered as green manure crops for 1939 be left on the land as a winter cover wherever it is possible.

MULCHING

Practice No. 9.—Mulching Orchard Land: *Rate of Payment, \$1.50 per Ton*

The application of at least 1 ton per acre of air-dried straw or hay to orchard land as a mulch if all materials produced on the land during 1939 from grasses, legumes, green manure crops, or cover crops are left on the land.

Cotton waste and wool waste may be used, but payment will be allowed for only 50 percent of the air-dry weight.

FARM WOODLAND IMPROVEMENT

Practice No. 10.—Improving Woodlands: *Rate of Payment, \$3 per Acre*

The improvement of the stand of forest trees by thinning, weeding, or pruning to develop at least 100 potential timber trees of desirable species, well distributed over each acre of woodland improved.

Operators shall obtain prior approval from the county committee and carry out the practice in accordance with the recommendations of the State or Extension forester.

The following are recommended as desirable species for development:

Red pine.	White maple.	Beech.
White pine.	Red maple.	White ash.
Norway spruce.	Hemlock.	Red oak.
White spruce.	Tulip poplar.	White oak.
Red spruce.	White birch.	Basswood.
Balsam fir.	Yellow birch.	Hickory.
Sugar maple.	Black birch.	Elm.

Practice No. 11.—Planting Forest Trees: *Rate of Payment*, \$7.50 per Acre

The planting of transplanted forest trees at the rate of at least 1,000 trees per acre spaced approximately 6 by 6 feet. In woodlands which have been severely damaged by storm 1,000 trees planted in the damaged area shall be considered as an acre, even though they may be distributed over a larger area.

Species of trees approved for planting are those listed under practice No. 10. Other varieties may be planted if the county committee, upon advice of the State or Extension forester, approves the selection.

Practice No. 12.—Excluding Livestock From Farm Woodland: *Rate of Payment*, \$0.75 for Each 2 Acres

The restoration of farm woodland previously used for pasture by excluding livestock.

Payment will be allowed for each acre of woodland from which livestock are excluded, but not in excess of 2 acres for each animal unit which is normally allowed to graze in the woodland.

NOTE.—Animal unit means one cow, one horse, five sheep, five goats, two calves, or two colts, or the equivalent thereof.

The operator must obtain the approval of the county committee before performing this practice.

SOIL EROSION CONTROL

Practice No. 13.—Contour Furrowing Noncrop, Open Pasture Land: *Rate of Payment*, \$0.75 for Each 2 Acres

This practice must be carried out in accordance with plans recommended by the Soil Conservation Service and approved in advance by the county committee.

Practice No. 14.—Stripcropping: *Rate of Payment*, \$0.75 for Each 2 Acres

Strips of intertilled crops must be separated by strips of close-growing crops.

This practice must be carried out in accordance with plans recommended by the Soil Conservation Service and approved in advance by the county committee.

Practice No. 15.—Contour Farming: *Rate of Payment*, \$0.75 for Each 4 Acres

The cultivation of intertilled crops on the contour.

This practice must be carried out in accordance with plans recommended by the Soil Conservation Service and approved in advance by the county committee.

Practice No. 16.—Terracing: *Rate of Payment*, \$1.50 for Each 200 Linear Feet

The construction of standard terrace for which proper outlets are provided.

This practice must be carried out in accordance with plans recommended by the Soil Conservation Service and approved in advance by the county committee.

SANDING CRANBERRY BOGS

Practice No. 17.—Sanding Cranberry Bogs: *Rate of Payment*, \$7.50 per Acre

The application of sand free from stones or loam to a depth of at least one-half inch on fruiting cranberry bogs to prevent soil deterioration and decline in the productive capacity of the land.

The county committee will require evidence as to the number of cubic yards of sand applied per acre.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the **largest possible soil-building payment**. If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, and materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the **largest possible soil-building payment**.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which does not have an acreage allotment, the total payment for the year will be computed as follows:

Add together the payments for each soil-building practice carried out at the rate shown in the description of the practice. However, the total payment computed for carrying out soil-building practices shall not be larger than the **largest possible soil-building payment**.

Then subtract \$20 for each acre of vegetables planted for market (including potatoes) in excess of 3 acres.

ACREAGE ALLOTMENTS

In 1939 acreage allotments will be set by county committees in a manner very similar to that in which they were set in 1938.

Potato allotments will be set on farms that usually grow more than 3 acres of potatoes.

If more than 8 acres of corn for grain are usually grown on a farm with a potato allotment, a usual acreage of corn for grain will also be set for that farm.

Vegetable allotments will be set on farms that planted in 1936 and 1937 an average of 3 or more acres of vegetables to be sold off the farm.

AMOUNT OF PAYMENT EARNED ON ALLOTMENT FARMS

The amount that is earned on any farm with an allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any, which apply:

ALL ALLOTMENT FARMS

A **payment** at the rate shown in the description of the practice will be computed for each soil-building practice carried out. **The total payment computed for carrying out soil-building practices shall not exceed the "largest possible soil-building payment."**

FARMS WITH POTATO ALLOTMENTS

A **payment** of 3 cents per bushel times the normal yield of potatoes per acre will be computed for each acre in the potato allotment or for 125 percent of the acreage planted to potatoes, whichever is smaller.

A **deduction** of 30 cents per bushel times the normal yield will be made for each acre planted to potatoes over the potato allotment.

If a farmer expects to harvest corn for grain or plant vegetables, he should read the deduction paragraph for each of these crops.

CORN FOR GRAIN

A **deduction** of \$10 will be made on potato allotment farms for each acre of corn harvested for grain over the usual acreage set for the farm. If no usual acreage is set for the farm, \$10 will be deducted for each acre of corn harvested for grain over 8 acres.

FARMS WITH VEGETABLE ALLOTMENTS

A **payment** of \$1.50 will be computed for each acre in the vegetable allotment or for 125 percent of the acreage planted to vegetables, whichever is smaller.

A **deduction** of \$20 will be made for each acre planted to vegetables over the vegetable allotment. If the farm has no vegetable allotment, \$20 will be deducted for each acre over 3 acres planted to commercial vegetables, including potatoes on a farm with no potato allotment.

INCREASE OF PAYMENTS

There will be added to each person's share of the farm payment, if that share is less than \$200, the amount of increase indicated in the following:

<i>Payment earned</i>	<i>Amount of increase</i>
\$20 or less-----	40 percent.
\$21 to \$40-----	\$8, plus 20 percent of amount over \$20.
\$41 to \$60-----	\$12, plus 10 percent of amount over \$40.
\$61 to \$186-----	\$14.
\$187 to \$200-----	Enough to increase payment to \$200.

ADMINISTRATIVE EXPENSE

There will be deducted from each person's payment his share of the expense of administering the program in his county.

FURNISHING MATERIALS IN LIEU OF PAYMENTS

Superphosphate and liming material will be furnished in some counties in Rhode Island to farmers who want those materials in place of a payment. Complete instructions for handling this provision will be furnished the county committees and will be available in time to get the materials to the farmers before the spring operations begin.

A. W. MANCHESTER,
Director, Northeast Division,
Agricultural Adjustment Administration.
 RALPH S. SHAW,
State Executive Officer.
 HENRY H. BARTON,
 E. WARD MASON,
 JACOB MENZI,
 DEAN P. S. BURGESS, *Director*
of Extension,
State Committee.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN RHODE ISLAND

The matter in Practice No. 1 which reads as follows:

"Practice No. 1-Liming Cropland, Pasture Land, or Orchards

Rate of Payment: \$1.50 for each:

- (1) 600 pounds of standard ground limestone, or
450 pounds of hydrated lime.
- (2) 300 pounds of calcium oxide neutralizing equivalent
in ground limestone (other than standard) which
will pass through a 20-mesh sieve."

is hereby stricken out and the following is inserted in lieu thereof:

Practice No. 1.-Liming Cropland, Pasture Land, or Orchards

Rate of Payment:

All counties except Newport County:

\$4.50 for each:

- (1) 2,000 pounds of standard ground limestone, or
1,500 pounds of hydrated lime.
- (2) 1,000 pounds of calcium oxide neutralizing
equivalent in ground limestone (other than
standard) which will pass through a 20-mesh
sieve.

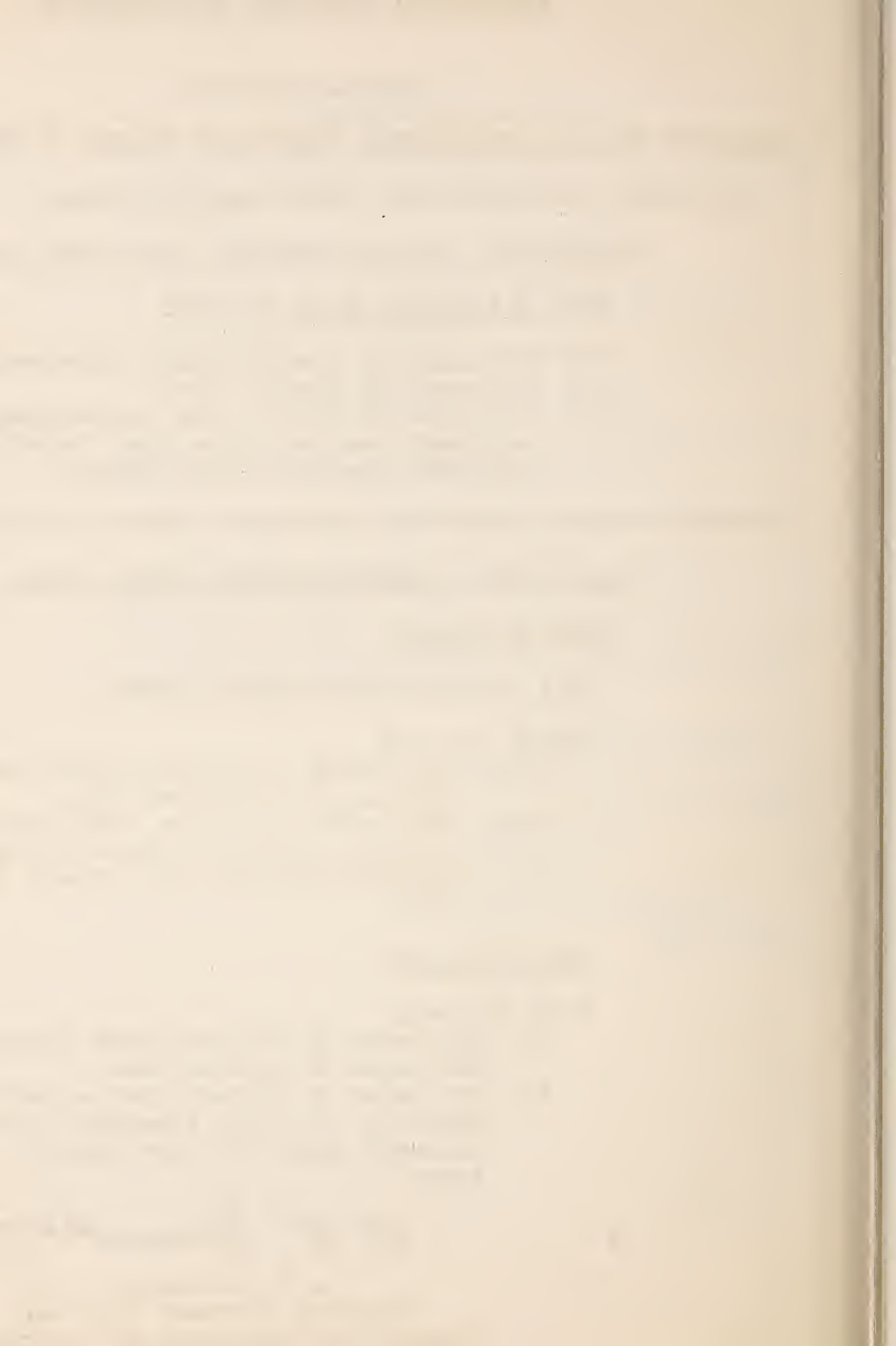
Newport County:

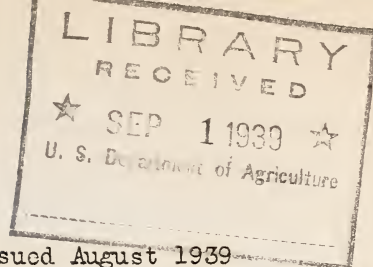
\$1.50 for each:

- (1) 600 pounds of standard ground limestone, or
450 pounds of hydrated lime.
- (2) 300 pounds of calcium oxide neutralizing
equivalent in ground limestone (other than
standard) which will pass through a 20-mesh
sieve.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.





NER-310 - R. I. - Supplement (4)

Issued August 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN RHODE ISLAND

Supplement (4)

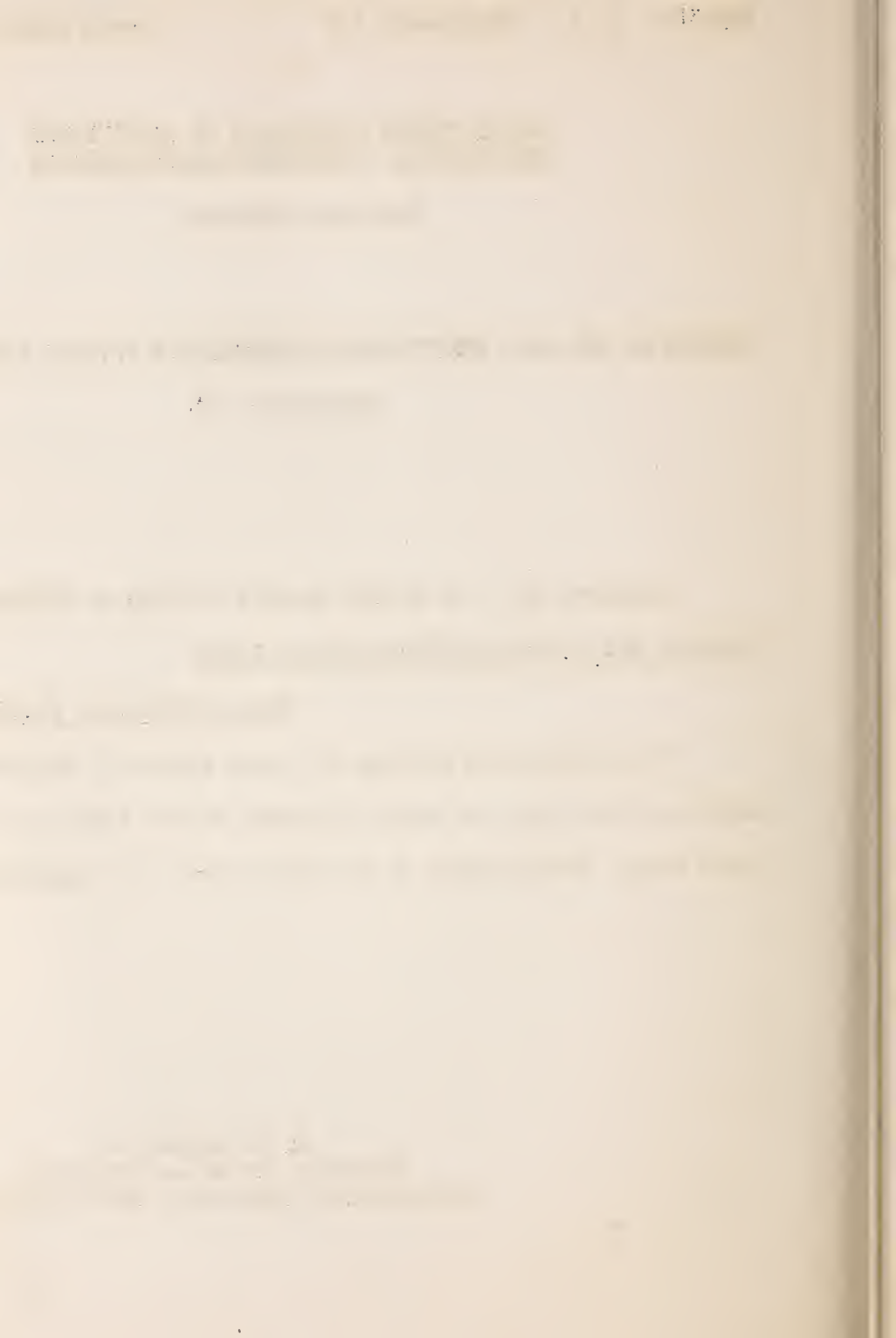
Practice No. 7 is hereby amended to read as follows:

Practice No. 7.-Seeding Winter Cover Crops

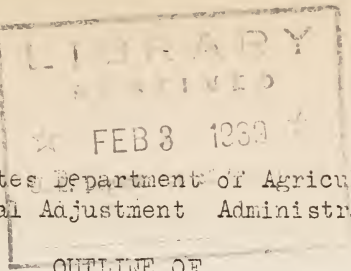
Rate of Payment, \$1.50 per Acre

The seeding and leaving of a good growth of winter vetch, Austrian field peas, or annual ryegrass on the land as a winter cover crop. Winter wheat or rye may be used as a support crop.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.



United States Department of Agriculture
Agricultural Adjustment Administration



OUTLINE OF
THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN VERMONT

The 1939 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves and assuring consumers plenty of supplies.

In 1939, as in 1938, cooperating farmers in Vermont will be offered payments which they can earn in two ways: (1) By using approved soil-building practices and (2) in some cases, by staying within acreage allotments for potatoes.

LARGEST POSSIBLE SOIL-BUILDING PAYMENT

Each Vermont farmer who takes part in this program is expected to use one or more of the approved soil-building practices which are good for his farm. In order that the farmer will know how many practices he may carry out and for which he can earn payment, a largest possible soil-building payment will be computed for his farm. This largest possible soil-building payment is found by adding all of the following items which apply to the farm:

70 cents times the acreage of cropland on the farm, not counting acreage in bearing orchards and in the potato allotment:

\$2 times the acreage of bearing orchards on the farm on January 1, 1939; and

40 cents times the acreage of fenced noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in Vermont may carry out and for which they can earn payment under the 1939 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on any farm, payment at the rate indicated in the description of the practice will be allowed toward earning the largest possible soil-building payment established for the farm. However, the payment computed for carrying out practices cannot be larger than the largest possible soil-building payment.

Applying Lime and Fertilizers

Practice No. 1.- Liming Cropland, Pasture Land and Orchards:

Rate of Payment:

- (1) \$4.50 for each ton of standard ground limestone

NOTE:

Standard ground limestone is limestone which will analyze at least 50 percent total calcium oxide or equivalent in calcium and magnesium oxides, 100 percent of which will pass through a 20-mesh sieve and which contains all of the fine material produced in the process of manufacture.

- (2) \$4.50 for each 1,000 pounds of total calcium oxide or equivalent in magnesium oxide (1) in ground limestone (other than standard) which will pass through a 20-mesh sieve or (2) in other liming materials.

The application of at least 1,000 pounds of ground limestone or at least 500 pounds of total calcium oxide, or its equivalent of magnesium oxide in other liming materials to cropland, pasture land, or orchards.

If any material other than standard ground limestone is used, the operator must submit evidence satisfactory to the county committee as to the total oxide content and, in the case of ground limestone other than standard, the percentage of the material which will pass through a 20-mesh sieve.

Liming material should be applied to cropland, pasture land, or orchards according to the need as determined by soil tests. However, if soil tests are not available, payment will be allowed only if sufficient liming material to conform with good farming practice for the farm is applied.

Practice No. 2.- Applying Available Phosphoric Acid: Rate of Payment

\$1.50 for Each 48 Pounds.

The application of at least 48 pounds per acre of available phosphoric acid (300 pounds of 16 percent or 240 pounds of 20 percent superphosphate) alone, or in preparation for seeding these legumes or grasses, or at least 24 pounds per acre in combination with other fertilizing material, as a topdressing on perennial or biennial legumes or perennial grasses.

Phosphoric acid may be used as a preservative on farm manures that are to be used on established sod or in connection with the seeding of biennial or perennial legumes or perennial grasses if at least 1 pound of 16 or 20 percent superphosphate per mature cow or other animal unit is used each day.

NOTE: Other animal unit: 1 horse, 5 sheep, 2 calves, 2 colts, or 100 hens.

When phosphoric acid is used on a nurse crop which is harvested for grain, 32 pounds per acre will be deducted.

Practice No. 3. -Applying Available Potash: Rate of Payment \$1.50 for
Each 100 Pounds.

The application of at least 50 pounds per acre of available potash (100 pounds of 50 percent muriate of potash) alone, or at least 18 pounds per acre in combination with other fertilizing material as a topdressing on perennial or biennial legumes or perennial grasses or in preparation for seeding these legumes or grasses.

Establishing New Seedings

Practice No. 4.- Seeding Biennial Legumes: Rate of Payment \$1.50 per Acre

The seeding of at least 5 pounds per acre of hardy northern-grown domestic or Canadian medium red clover seed or an equivalent amount of other legume seed alone or in mixtures containing timothy or redtop. On land supplied with sufficient lime and fertilizer to ordinarily obtain a good stand.

NOTE: The following are the equivalents of 1 pound of medium red clover:

1/2 pound alsike clover 1/3 pound ladino clover
1/3 pound white Dutch clover 1 pound alfalfa.

If the land is not naturally supplied with sufficient lime, phosphorus and potash, the amount of liming material indicated by a soil test should be applied at least 6 months in advance of seeding and the phosphorus and potash needed should be applied at time of seeding.

Practice No. 5.- Seeding Alfalfa: Rate of Payment \$3 per Acre.

The seeding of at least 10 pounds per acre of hardy, northern-grown domestic or Canadian alfalfa seed (such as Grimm, Ontario Variegated, Hardigan or Cossack). On land prepared by the application of sufficient lime and fertilizer.

If the land is not naturally supplied with sufficient lime, phosphorus and potash, the amount of liming material indicated by a soil test should be applied at least 6 months in advance of seeding and the phosphorus and potash needed should be applied at time of seeding.

Farm Woodland Improvement

Practice No. 6.- Improving Woodlands: Rate of Payment \$3 per Acre

The improvement of the stand of forest trees by thinning, weeding, or pruning to develop at least 100 potential timber trees of desirable species well distributed over each acre of woodland improved. The approval of the county committee shall be obtained before performing this practice.

Payment will not be allowed for weeding and thinning on the same acreage of woodland.

If pruning is one of the practices used, it should be confined to pine or spruce not over 6 inches in diameter and must be done with a saw or pruning shears after the area has been properly thinned.

Practice No. 7.- Excluding Livestock from Farm Woodland: Rate of Payment \$ 0.75 for Each 2 Acres

The restoration of farm woodland, including maple sugar orchards, previously used for pasture by excluding livestock.

Payment will be allowed for each acre of woodland from which livestock are excluded, but not in excess of two acres for each animal unit which is normally allowed to graze in the woodland.

NOTE: Animal unit means 1 cow, 1 horse, 5 sheep, 5 goats, 2 calves, or 2 colts, or the equivalent thereof.

The operator shall obtain approval of the county committee before performing this practice.

Practice No. 8.- Planting Forest Trees: Rate of Payment \$7.50 per Acre

The planting of transplanted forest trees at the rate of at least 1,000 trees per acre. In woodlands which have been severely damaged by storm 1,000 trees planted in the damaged area shall be considered as an acre, even though they may be distributed over a larger area.

When white pine plantings are made, currant and gooseberry bushes within 1,000 feet of the planting site should be removed.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the largest possible soil-building payment. If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, and materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the largest possible soil-building payment.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which does not have an acreage allotment, the total payment for the year will be computed as follows:

Add together the payments for each soil-building practice carried out at the rate shown in the description of the practice. However, the total payment computed for carrying out soil-building practices shall not be larger than the largest possible soil-building payment.

Then subtract 30 cents per bushel times the normal yield for each acre planted to potatoes in excess of 3.

ACREAGE ALLOTMENTS

In 1939 acreage allotments will be set by county committees in a manner very similar to that in which they were set in 1938.

Potato allotments will be set on farms that usually grow more than 3 acres of potatoes.

If more than 8 acres of corn for grain are usually grown on a farm with a potato allotment, a usual acreage of corn for grain will also be set for that farm.

Persons who grow tobacco should see their county committee about the tobacco part of the program.

AMOUNT OF PAYMENT EARNED ON FARMS WITH POTATO ALLOTMENTS

The amount that is earned on any farm with an allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any:

A payment at the rate shown in the description of the practice will be computed for each soil-building practice carried out. The total payment computed for carrying out soil-building practices shall not exceed the largest possible soil-building payment.

A payment of 3 cents per bushel times the normal yield of potatoes per acre will be computed for each acre in the potato allotment or for 125 percent of the acreage planted to potatoes, whichever is smaller.

A deduction of 30 cents per bushel times the normal yield will be made for each acre planted to potatoes over the potato allotment.

A deduction of \$10 will be made on potato allotment farms for each acre of corn harvested for grain over the usual acreage set for the farm. If no usual acreage is set for the farm, \$10 will be deducted for each acre of corn harvested for grain over 8 acres.

INCREASE OF PAYMENTS

The amount of increase indicated in the following will be added to each person's share of the farm payment, if that share is less than \$200.

<u>Payment Earned</u>	<u>Amount of Increase</u>
\$20 or less	40%
\$21 to \$40	\$8, plus 20% of amount over \$20
\$41 to \$60	\$12, plus 10% of amount over \$40
\$61 to \$186	\$14
\$187 to \$200	Enough to increase payment to \$200

ADMINISTRATIVE EXPENSE

There will be deducted from each person's payment, his share of the expense of administering the program in his county.

FURNISHING MATERIALS IN LIEU OF PAYMENTS

Superphosphate and liming material will be furnished in some counties in Vermont to farmers who want those materials in place of a payment. Complete instructions for handling this provision will be

furnished the county committees and will be available in time to get the materials to the farmers before the spring operations begin.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

H. W. Soule,
State Executive Officer.

W. F. Sinclair,
E. Frank Brannon,
Geo. D. Bailey,
Danna M. Smith,
J. E. Carrigan, Director of Extension,

State Committee.

United States Department of Agriculture
Agricultural Adjustment Administration

INSTRUCTIONS FOR DETERMINATION OF USUAL ACREAGES, ACREAGE
ALLOTMENTS, NORMAL YIELDS AND SOIL-BUILDING PAYMENTS

1939 AGRICULTURAL CONSERVATION PROGRAM - NORTHEAST REGION

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NER-311 - Preliminary

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS FOR DETERMINATION OF USUAL ACREAGES, ACREAGE
ALLOTMENTS, NORMAL YIELDS AND SOIL-BUILDING PAYMENTS

1939 AGRICULTURAL CONSERVATION PROGRAM - NORTHEAST REGION

SECTION I. - OUTLINE OF PROCEDURE

A. Farm Classification

All farms for which acreage data have previously been obtained and those farms for which such data are made available in 1939 will be classified as: (1) Farms for which acreage allotments, usual acreages and normal yields will be established in 1939 hereinafter referred to as allotment farms, and (2) Farms for which only a soil-building payment may be earned in 1939, hereinafter referred to as non-allotment farms.

B. Listing for Determination of Allotments, Usual Acreages and Yields

1. Forms Provided for Listing

A "Farm Listing Sheet" (NER-312) and "Commodity Form-1939" (NER-313) are provided for listing the necessary data for determination of acreage allotments, usual acreages and normal yields. These forms (together with "Commodity Form-1940" for use in 1940) are designed for use in 1939, 1940 and subsequent years on a continuing basis, eliminating the process of recopying each year the necessary basic data for determination of allotments. Starting in 1939, all listing sheets used by County Associations will be maintained in a permanent binder.

2. Use of Listing Forms

One of the following two alternative methods of listing may be used in a particular county, the choice of method to be made by the State office, subject to the approval of the Regional Director:

Method (A)

List in numerical order by communities on the Farm Listing Sheet (NER-312) the serial numbers and names of operators, preparing a separate listing and a corresponding Commodity Form-1939 (NER-313) sheet for each of the following: (1) Potato allotment farms, (2) Tobacco allotment farms, (3) Commercial vegetable

allotment farms, (4) Usual acreage wheat farms (Maine and New Jersey) and (5) Usual acreage corn farms.

This method is recommended for counties where a relatively small proportion of all farms in the county are allotment farms.

Method (B)

List in numerical order by communities on the Farm Listing Sheet (NER-312) the serial numbers and names of operators of all farms (both allotment and non-allotment) in the county.

Under this method, as many Commodity Form-1939 (NER-313) sheets would be used along with each Farm Listing Sheet (NER-312) as there are allotments applicable to the farms listed on each sheet.

This method is recommended for counties where a relatively large proportion of all farms in the county are allotment farms.

3. Source of Data

The basic acreage and yield data for listing on Commodity Form-1939 (NER-313) will be obtained from one or more of the Forms NER-102, NER-208, NER-205, NER-206 and NER-220. The particular source of data for each item to be listed will be the form or forms which carry the most recently determined and most accurate data. For farms for which such data are not already available in the County office, it will be necessary to obtain the required information on NER-102 and NER-208.

No entries other than the serial number and name of operator will be made on Farm Listing Sheet (NER-312) except under instructions issued by the State office or subsequently by the Regional Director.

C. County Committee Determinations

When the basic acreage and yield data for each farm have been listed, recommendations of the Community Committeemen will be obtained with respect to acreage allotments, usual acreages and normal yields for the farms in their community.

On the basis of the assembled acreage and yield data, the community committeemen's recommendations and other factors enumerated in the following instructions under each commodity, the County Committee will establish acreage allotments, usual acreages, and normal yields bringing the sum of all such allotments and usual acreages established for individual farms into adjustment with county limits and the weighted average of normal yields into adjustment with approved county average yields.

D. Preparation of Notices to Producers

1. Prepare for each allotment farm Notice of 1939 Agricultural Conservation Program (NER-309 or NER-309-A) carrying a record of allotments, usual acreages, normal yields and total possible soil-building payment determined for the farm.
2. Prepare for each non-allotment farm a Notice of 1939 Agricultural Conservation Program (NER-314 or 314-A) showing the total possible soil-building payment for the farm and acreage figures from which such payment is computed.

E. Interviews with Producers

Community Committeemen, or if authorized by the State Committee and approved by the Regional Director other qualified persons, will interview each farm operator, discuss with him the program as applied to his farm, deliver to him one copy of the Notice of 1939 Agricultural Conservation Program for the farm and return one copy to the County Committee on which should be recorded intended soil-building practices, and any request which the operator has made for adjustment of the allotments, usual acreages or yields carried on the Notice of 1939 Agricultural Conservation Program for the farm. In counties where materials are furnished as grants of aid the committeemen will also at this time take orders for materials.

F. County Committee Adjustments

Following producer interviews County Committee will review all requests of producers for adjustments in acreage allotments, usual acreages and normal yields and in cases where adjustments are made prepare and mail to interested producers a revised Notice of 1939 Agricultural Conservation Program carrying figures which are final for the farm subject only to further written appeal by producers within fifteen days from the date of the revised notice.

SECTION II. - POTATOES

A. Listing on Farm Listing Sheet (NER-312)

Columns 1 and 2

If alternative listing method (A) is used, list in these columns the serial number and name of operator for each farm for which a potato allotment was established in 1938 and for all other farms for which a 1939 potato allotment is required to be established in accordance with Bulletin NER-300. If method (B) is used, the serial numbers and names of operators will already have been listed.

B. Listing on Commodity Form-1939 (NER-313)

Columns 3, 4 and 5

List in these columns the 1936, 1937 and 1938 acreages of potatoes for each farm listed on NER-312 for which a 1939 potato allotment is required to be established in accordance with Bulletin NER-300.

Column 6 - 1938 Potato Allotment

Enter here for each farm the approved 1938 potato allotment.

Column 7 - Cropland

Enter in this column for each farm the total acreage of cropland on the farm in 1938.

Column 8 - 1938 Normal Acres

Enter here the normal potato acreage figure determined for the farm in 1938 which was used as the basis on which the 1938 allotment was established.

Column 9 - 1938 Normal Yield

Enter here for each farm the normal yield of potatoes which was established for the farm as the basis of 1938 payment per acre.

Column 10 - Average Acres

No entry is necessary for this column. If an average acreage is desired, however, the entry will be obtained in the following manner: Insert in the space provided at the head of this column "1936-38". Compute an average of the recorded acreage for the three years 1936, 1937 and 1938 and enter the average for each farm in column 10.

Column 11 - Community Committee Recommendations

In this column will be recorded the recommendations of one or more Community Committeemen with respect to the allotments for the farms in their community. Community Committeemen will base their recommendations on their personal knowledge of the farm and the recorded acreage figures for the farm, taking into consideration the factors (d) to (g), inclusive, listed in the instructions for column 12, below.

C. Determination of Acreage Allotments

Column 12 - Preliminary Allotment

The entry for this column will be determined by the County

Committee after taking into consideration the following factors:

- (a) 1938 potato allotment.
- (b) 1938 acreage of potatoes.
- (c) Acreage of potatoes on the farm prior to 1938.
- (d) Tillable acreage on the farm and utilization of land not devoted to potatoes.
- (e) Type of soil and topography.
- (f) Soil management practices usually followed on the farm.
- (g) Production facilities.
- (h) Recommendations of Community Committeemen.

Column 13 - Adjusted Allotment

When preliminary allotments have been determined for all farms, compare the total of such preliminary allotments with the total of the 1938 county potato allotment assigned to the county by the State Committee. If the total of column 12 does not exceed such county allotment make no entries in column 13 at this time. If the total of column 12 does exceed the county allotment, make such adjustments in the preliminary allotments as will bring the total of such allotments into agreement with the county allotment. The allotments so adjusted will be entered in column 13.

Column 14 - Approved Allotment

After producers have been interviewed, the County Committee will make final revision of the allotments recorded in column 13 and enter approved allotments in column 14. Such adjustment will be made on the basis of data or information submitted by producers in connection with appeals or otherwise made available to the County Committee which justify a revision of the previously determined allotment. The total of all such approved allotments in the county entered in column 14 shall not exceed the total county allotment including any reserve which may have been allotted to the county by the State Committee for the purpose of making adjustments in connection with appeals or for corrections due to errors.

C. Determination of Normal Yield

Column 15 - Community Committee Recommendation

Before preliminary yields are determined by the County Committee, a normal yield for each farm in the community as recommended by one or more members of the Community Committee will be entered in column 15.

Column 16 - Preliminary Yield

Enter in this column the normal yield for the farm recorded in column 9 established in 1938 adjusted by the County

Committee on the basis of the following factors:

- (a) Type of soil.
- (b) Production practices.
- (c) General fertility of the land.
- (d) Actual yield figures for the farm for previous years.

Column 18 - Total Yield

Enter in this column for each farm the product of the adjusted allotment figure in column 13 times the preliminary yield figure in column 16. Divide the total of column 18 by the total of column 13, thus obtaining a weighted average of the preliminary yields in column 16. Record this weighted average at the top of column 16.

Column 17 - Adjusted Yield

Compare the weighted average of the preliminary yields in column 16 with the approved average county potato yield. If the weighted average of such preliminary yields does not exceed the approved average county yield, make no entries in column 17 at this time. If the weighted average of such preliminary yields does exceed the approved average county yield, make such adjustments in the preliminary yields recorded in column 16 as will bring the weighted average of such yields into agreement with the approved average county yield. Enter such adjusted yields in column 17.

Column 19 - Approved Yield

On the basis of additional information submitted after the farm interviews and in connection with producer appeals properly supported, enter in column 19 approved yields the weighted average of which shall not exceed the approved average county yields.

Columns 20 and 21 - Blank

These columns are reserved for checking at the time figures are transferred from this form to Notice of 1939 Agricultural Conservation Program forms. See Section VIII.

Column 22 - Farm Serial Number

Enter in this column for convenient reference, the serial number for the farm the same as is entered in column 1 of NER-312.

SECTION III. - TOBACCO

A. Listing on Farm Listing Sheet (NER-312)

Columns 1 and 2 - Serial Number and Name of Operator

If alternative listing method (A) is used, list in these columns in numerical order by communities the serial number and the name of operator for each farm for which a tobacco allotment was established in 1938, and for all other farms for which tobacco allotments were not established in 1938 but for which allotments will, in accordance with Bulletin NER-300, be established in 1939. If method (B) is used, the serial numbers and names of operators will already have been listed.

B. Listing on Commodity Form-1939 (NER-313)

Columns 3, 4 and 5 - 1936, 1937 and 1938 Tobacco Acreage

Enter in these columns the 1936, 1937 and 1938 acreage of tobacco for the farms listed on NER-312.

Column 6 - 1938 Tobacco Allotment

Enter here for each farm the approved 1938 tobacco allotment.

Column 7 - Cropland

Enter in this column for each farm the total acreage of cropland on the farm in 1938.

Column 8 - 1938 Normal Acres

Enter here for each farm the normal tobacco acreage figure (if any) determined for the farm in 1938 which was used as the basis on which the 1938 tobacco allotment was established.

Column 9 - 1938 Normal Yield

Enter here for each farm the normal yield of tobacco which was established for the farm as the basis of 1938 payment per acre.

Column 10 - Average Acres

No entry is necessary for this column. If an average acreage is desired, however, the entry will be obtained in the following manner: Insert in the space provided at the head of this column "1936-38". Compute and enter for each farm in column 10 the average for the three years 1936, 1937 and 1938.

B. Determination of Acreage Allotments.

Column 11 - Community Committee Recommendation

Enter in this column the recommendations of one or more Community Committeemen with respect to the tobacco allotments for farms in each community. Such recommendations will be based on past acreage of tobacco on these farms and the committeemen's personal knowledge of the farms involved taking into consideration the factors (a), (b) and (c) listed under instructions for column 12 below.

Column 12 - Preliminary Allotment

The entry for this column will be determined by the County Committee in view of past acreage with due allowance for effects of abnormal weather conditions and plant-bed and other diseases and the 1938 tobacco allotment already recorded, also taking into consideration the following factors:

- (a) Land, labor and equipment available for the production of tobacco.
- (b) Crop rotation practices.
- (c) Soil and other factors affecting the production of tobacco.
- (d) Community Committee recommendations.

Tobacco allotments for farms on which tobacco is to be produced in 1939 for the first time since 1934 shall not exceed 75% of the allotment for other farms in the same community on which tobacco was produced since 1934 which are similar with respect to the above factors (a), (b) and (c).

Column 13 - Adjusted Allotment

When preliminary tobacco allotments have been determined for all farms, compare the total of such preliminary allotments with the total of the 1939 County tobacco allotment. If the total of column 12 does not exceed such County allotment, make no entries in column 13 at this time. If the total of column 12 does exceed the County allotment, make such adjustments in the preliminary allotments as will bring the total of such allotments into agreement with the County allotment. The allotments so adjusted will be entered in column 13.

Column 14 - Approved Allotment

After the interview with producers and on the basis of appeals of producers properly supported or other information which justifies a change in the allotment figure previously determined the County Committee will make final revision of the adjusted allotments recorded in column 13 and enter the

approved figure in column 14. The total of all approved allotments in the County shall not exceed the approved County tobacco allotment.

C. Determination of Normal Yield

Column 15 - Community Committee Recommendation

Before preliminary yields are determined by the County Committee a normal yield for each farm in the community as recommended by one or more members of the Community Committee will be entered in column 15.

Column 16 - Preliminary Yield

Enter in this column the normal yield for the farm recorded in column 9 established in 1938 adjusted by the County Committee on the basis of the following factors:

- (a) Type of soil.
- (b) Production practices.
- (c) General fertility of the land.
- (d) Actual yield figures for the farm in previous years.

Column 18 - Total Yield

Enter in this column for each farm the product of the adjusted allotment figure in column 13 times the preliminary yield figure in column 16. Divide the total of column 18 by the total of column 13, thus obtaining a weighted average of the preliminary yields in column 16. Record this weighted average at the top of column 16.

Column 17 - Adjusted Yield

Compare the weighted average of the preliminary yields in column 16 with the approved average county tobacco yield. If the weighted average of such preliminary yields does not exceed the approved average county yield, make no entries in column 17 at this time. If the weighted average of such preliminary yields does exceed the approved average county yield, make such adjustments in the preliminary yields recorded in column 16 as will bring the weighted average of such yields into agreement with the approved average county yield. Enter such adjusted yields in column 17.

Column 19 - Approved Yield

After the interviews by committeemen with producers and on the basis of appeals of producers properly supported or other information which justifies a change in the yield figures previously determined the County Committee will en-

ter in column 19 approved yields the weighted average of which shall not exceed the approved average county yield.

Columns 20 and 21 - Blank

These columns are reserved for checking at the time figures are transferred from this form to Notice of 1939 Agricultural Conservation Program forms. See Section VIII.

Column 22 - Farm Serial Number

Enter in this column for convenient reference the serial number for the farm the same as is entered in column 1 of NER-312.

SECTION IV. - COMMERCIAL VEGETABLES

A. Listing on Farm Listing Sheet (NER-312)

The listing for commercial vegetables will be confined to those counties designated as commercial vegetable areas.

Columns 1 and 2 - Serial Number and Name of Operator

If alternative method (A) is used, list in these columns numerically by communities the name of operator and serial number of each farm on which the average annual acreage of land planted to commercial vegetables in 1936 and 1937 was three acres or more. If method (B) is used, the serial numbers and names of operators will already have been listed.

B. Listing on Commodity Form-1939 (NER-313)

In such areas the listing on Commodity Form-1939 (NER-313) will be limited to entries in those columns indicated below:

Column 5 - 1938 Acres

Enter here for each farm the 1938 actual acreage of commercial vegetables.

Column 7 - Cropland

Enter in this column for each farm the total acreage of cropland on the farm in 1938.

Column 10 - Average 1936-37 Acreage

Complete this column heading by inserting "1936-37" in the space provided. Enter in this column for each farm the 1936-37 average acreage of commercial vegetables grown on the farm.

C. Determination of Allotments

Column 11 - Community Committee Recommendations

Enter in this column the recommendations of one or more Community Committeemen with respect to the commercial vegetable allotments for farms in each community. Such recommendations will be based on the past acreages of commercial vegetables on these farms and the Committeemen's personal knowledge of the farms involved, taking into consideration the factors (a), (b), (c) and (d) listed under instructions for column 13 below:

Column 12 - No entries - Figures in column 10 will be regarded as preliminary allotments.

Column 13 - Adjusted Allotments

Enter in this column for each farm the 1936-37 average as recorded in column 10 adjusted by the County Committee on the basis of the following factors:

- (a) Abnormal weather conditions.
- (b) Tillable acreage on the farm.
- (c) Type of soil.
- (d) Production facilities.
- (e) Community Committee recommendations.

The total of this column 13, however, shall not exceed the total of column 10 unless an increase in the county total is approved by the State Committee or except upon approval of the Administrator where it is found that the acreages grown in 1936 and 1937 were substantially reduced because of abnormal weather conditions.

Column 14 - Approved Allotment

After interviews with producers and on the basis of appeals by producers supported by information relative to the above factors, (a), (b), (c) and (d), and not previously considered the County Committee will make final revision of adjusted allotments as recorded in column 13 and enter the approved allotments in column 14.

The total of all approved allotments in column 14 shall not exceed the 1936-37 average of commercial vegetables on the same farms as recorded and totaled in column 10 unless an increase in the county total is approved by the State Committee or except upon approval of the Administrator where it is found that the acreages grown in 1936 and 1937 were substantially reduced because of abnormal weather conditions.

Columns 20 and 21

These columns are reserved for checking at the time

figures are transferred from this form to Notice of 1939 Agricultural Conservation Program forms. See Section VIII.

Column 22 - Farm Serial Number

Enter in this column for convenient reference the serial number for each farm the same as is entered in column 1 of NER-312.

SECTION V. - WHEAT - ALLOTMENTS

A. Listing on Farm Listing Sheet (NER-312)

In areas where 1939 wheat allotments have been established, a listing of wheat allotment farms on Commodity Form-1939 (NER-313) will be made for the purpose of establishing normal wheat yields. If preferred, Wheat Listing Sheets NER-303 and NER-304 may be used for this purpose, in which event the instructions below will apply to applicable columns on NER-303 and NER-304.

Columns 1 and 2

If alternative method (A) is used, list in these columns numerically by communities the name of operator and serial number of each farm for which a 1939 wheat allotment has been established. A record of such farms may be obtained from the 1939 Wheat Listing Sheets NER-303 and NER-304. If method (B) is used, the serial numbers and names of operators will already have been listed.

B. Listing on Commodity Form-1939 (NER-313)

Column 14 - Approved Allotment

Enter in this column for each farm the approved 1939 wheat allotment as recorded on Form NER-303 or NER-304.

C. Determination of Normal Yields

Column 15 - Community Committee Recommendations

Before preliminary yields are determined by the County Committee a normal yield for each farm in the community as recommended by one or more members of the Community Committee will be entered in column 15.

Column 16 - Preliminary Yield

Enter in this column for each farm a preliminary yield determined in accordance with Section VI, A-1 (a) and (b) of Bulletin NER-300.

Column 18 - Total Yield

Enter in this column for each farm the product of the approved allotment figure in column 14 times the preliminary

yield figure in column 16; divide the total of column 18 by the total of column 14, thus obtaining a weighted average of the preliminary yields in column 16. Record this weighted average at the top of column 16.

Column 17 - Adjusted Yield

Compare the weighted average of the preliminary yields in column 16 with the approved average county wheat yield. If the weighted average of such preliminary yields does not exceed the approved average county yield, make no entries in column 17 at this time. If the weighted average of such preliminary yields does exceed the approved average county yield, make such adjustments in the preliminary yields recorded in column 16 as will bring the weighted average of such yields into agreement with the approved average county yield. Enter such adjusted yields in column 17.

Column 19 - Approved Yield

After the interviews by committeemen with producers and on the basis of appeals of producers supported by information not previously considered the County Committee will enter in column 19 approved yields the weighted average of which shall not exceed the approved average county wheat yield.

Columns 20 and 21 - Blank

These columns are reserved for checking at the time figures are transferred from this form to Notice of 1939 Agricultural Conservation Program forms. See Section VIII.

Column 22 - Farm Serial Number

Enter in this column for convenient reference the serial number for the farm the same as is entered in column 1 of MER-312.

SECTION VI - WHEAT - USUAL ACREAGES

(Applicable in New Jersey and Maine only).

A. Listing on Farm Listing Sheet (MER-312)

Columns 1 and 2 - Serial Number and Name of Operator

If alternative method (A) is used, list in these columns numerically by communities the name of operator and serial number of each farm for which a wheat allotment has not been established and on which the normal acreage of wheat for harvest as hay or grain is more than eight acres. In counties where 1939

Wheat Listing Sheet, NER-303, has been prepared in accordance with previously issued instructions, these farms will be those listed on NER-303 for which allotments have not been determined but which show a usual acreage in column 11 of more than eight acres. In areas where Wheat Listing Sheet NER-303 has not been prepared, this listing on Farm Listing Sheet (NER-312) will include all farms on which an inspection of 1937 and 1938 Reports of Performance shows a harvested wheat acreage in 1936, 1937 or 1938 of more than eight acres.

If method (B) is used, the serial numbers and names of operators will already have been listed.

B. Listing on Commodity Form-1939 (NER-313)

Column 3 - 1936 Acres

Enter in this column the 1936 harvested acreage of wheat.

Column 4 - 1937 Acres

Enter in this column for each farm the 1937 harvested acreage of wheat.

Column 5 - 1938 Acres

Enter in this column for each farm the 1938 harvested acreage of wheat.

Column 7 - 1938 Cropland

Enter in this column for each farm the total acreage of cropland on the farm in 1938.

Column 10 - Average Acres

Complete this column heading by inserting in the space provided "1936-38". Enter in this column for each farm the average of the entries in columns 3, 4 and 5.

C. Determination of Usual Acreages

Column 11 - Community Committee Recommendations

Enter in this column the recommendations of one or more Community Committeemen with respect to the usual acreage of wheat for farms in each community. Such recommendations will be based on past acreage of wheat on those farms and the committeeman's person knowledge of the farms involved taking into consideration the factors listed under instructions for column 12 below.

Column 12 - Preliminary Usual Acreage

The entry for this column will be the result of a determination by the County Committee on the basis of the past acreage as previously recorded, also taking into consideration the following factors:

- (a) Abnormal weather conditions.
- (b) Tillable acreage.
- (c) Crop rotation practices.
- (d) Type of soil.
- (e) Topography.
- (f) Community Committee recommendations.

Column 13 - Adjusted Usual Acreage

When the preliminary usual acreages have been determined for all farms and recorded in column 12, obtain a total for the county of all farms for which preliminary usual acreages are recorded in column 12, eliminating from the total those farms for which a preliminary usual acreage has been determined to be eight acres or less. Next, obtain a total of the 1937 acreage of wheat as recorded in column 4, eliminating from this total the same farms which were eliminated from the total of column 12. If the total of column 12 does not exceed the total of column 4, make no entries in column 13 at this time. If the total of column 12 does exceed the total of column 4, make such adjustments in the preliminary allotments as will bring the total of such allotments into agreement with the total of column 4. The allotments so adjusted will be entered in column 13.

Column 14 - Approved Usual Acreages

After the interviews with producers and on the basis of appeals of producers supported by information not previously considered and justifying a change in the previously determined figure the County Committee will make final revision of the adjusted usual acreages recorded in column 13 and enter the approved figure in column 14. The total of all such approved usual acreages shall not exceed the sum of the 1937 harvested acreages of wheat on such farms, except upon approval by the Administrator where it is found that the 1937 acreage was not representative because of abnormal weather conditions or marked shifts in cropping practices in the county.

D. Determination of Normal Yields

Column 15 - Community Committee Recommendation

Before preliminary yields are determined by the County

Committee a normal yield for each farm in the community as recommended by one or more members of the Community Committee will be entered in column 15.

Column 16 - Preliminary Yield

Enter in this column for each farm a preliminary yield determined in accordance with Section VI, A-1 (a) and (b) of Bulletin NER-300.

Column 18 - Total Yield

Enter in this column for each farm the product of the adjusted allotment figure in column 13 times the preliminary yield figure in column 16. Obtain a weighted average of the preliminary yields by dividing the total of column 18 by the total of column 13. Record this weighted average yield figure at the top of column 16.

Column 17 - Adjusted Yield

Compare the weighted average of the preliminary yields in column 16 with the approved average county wheat yield. If the weighted average of such preliminary yields does not exceed the approved average county yield make no entries in column 17 at this time. If the weighted average of such preliminary yields does exceed the approved average county yield make such adjustment in the preliminary yields recorded in column 16 as will bring the weighted average of such yields into agreement with the approved average county yield. Enter such adjusted yields in column 17.

Column 19 - Approved Yield

After the interviews with producers and on the basis of appeals of producers supported by information not previously considered and justifying a change in the previously determined yield the County Committee will enter in column 19 approved yields, the weighted average of which shall not exceed the approved average county yield.

Column 20 and 21 - Blank

These columns are reserved for checking at the time figures are transferred from this form to Notice of 1939 Agricultural Conservation Program forms. See Section VIII.

Column 22 - Farm Serial Number

Enter in this column for convenient reference the serial number for the farm the same as is entered in column 1 of NER-312.

SECTION VII. - CORN FOR GRAIN

A. Listing on Farm Listing Sheet (NER-312)

After the listing of potato, tobacco and wheat allotment farms has been completed as outlined in Sections II, III and V and, after a determination has been made as to the farms for which a potato, tobacco or wheat allotment will be established, a listing on Farm Listing Sheet (NER-312) should then be made of all such farms on which the usual acreage of corn for grain is more than eight acres.

Columns 1 and 2

If alternative method (A) is used, list in these columns numerically by communities the name of operator and serial number of each potato, tobacco or wheat allotment farm on which it is determined by an inspection of the 1937 and 1938 Report of Performance, the acreage of corn for grain in any one of the years 1936 to 1938, inclusive, was more than eight acres. If method (B) is used, the serial numbers and names of operators will already have been listed.

B. Listing on Commodity Form-1939 (NER-313)

Columns 3 and 4 - 1936 and 1937 Acres

Enter in these columns for the farms listed on NER-312 the 1936 and 1937 acreage of corn harvested for grain. Make a separate entry in each column for each farm of the acreage, if any, diverted from corn in either of these years.

Column 5 - 1938 Acreage

Enter in this column the 1938 acreage of corn harvested for grain. Make a separate entry for each farm in this column of the acreage, if any, diverted from corn in 1938.

Column 10 - Complete this column heading by inserting "1936-38" in the space provided.

Enter in this column for each farm as one figure the average of the 1936, 1937 and 1938 acreage of corn harvested plus diverted as recorded in columns 3, 4 and 5.

Column 11 - Community Committee Recommendation

Enter in this column the recommendations of one or more Community Committeemen with respect to the usual acreage of corn for grain for farms in each community. Such recommendations will be based on the past acreage of corn for grain on these farms and the committeeman's personal knowledge of the farms involved.

Column 12 - Preliminary Usual Acreage

Make no entries in this column. The entries in column 10 will be regarded as preliminary usual acreages.

Column 13 - Adjusted Usual Acreage

Enter in this column the 1936-38 acreage of corn harvested and diverted as recorded in column 10 with adjustments by the County Committee for crop rotation practices. Circle all such entries which are eight acres or less. The total of this column, however, eliminating the circled figures of eight acres or less, shall not exceed the 1936-38 average of corn harvested and diverted as recorded in column 10 after circling and eliminating from the total of column 10 the same farms as eliminated from column 13.

Column 14 - Approved Usual Acreages

After the interview by committeemen with producers and on the basis of appeals of producers supported by information not previously considered and justifying a change in the previously determined figure the County Committee will make final revision of adjusted usual acreages recorded in column 13 and enter the approved usual acreages in column 14, the total of which shall not exceed the sum of the 1936-38 average acreages of corn harvested and diverted recorded for the same farms in column 10.

SECTION VIII. - NOTICES TO FARMERS OF 1939 AGRICULTURAL CONSERVATION PROGRAM

A. Allotment Farms

1. Forms to be used

After adjusted allotments, adjusted usual acreages and adjusted normal yields have been determined in accordance with foregoing instructions, County offices will prepare a Notice of 1939 Agricultural Conservation Program showing for each farm the applicable allotments, usual acreages, and normal yields together with the soil-building payment and acreage figures used for computing such payment.

The Notice of 1939 Agricultural Conservation Program to be prepared will be one of the Forms NER-309 or NER-309-A. These forms are essentially the same, Form NER-309 being designed for use in counties where materials are not furnished as grants of aid and Form NER-309-A for use in counties where materials are being furnished as grants of aid. County offices will be provided with the particular "Notice" form which is applicable in the county.

2. Preparation

A pencil copy of each notice will first be prepared for the purpose of consolidating on one form all of the applicable data for the farm. Two additional copies will then be typed, both of which will be used by the Community Committeeman at the time of the producer interview. One of these copies will be left with the producer and the other returned to the County office.

All acreage allotment and usual acreage figures entered on the notice to producers will be obtained from column 13, Commodity Form-1939 (NER-313). All yield figures will be obtained from column 17, Commodity Form-1939 (NER-313). When these figures are recorded on the notice form enter a check (✓) mark in column 20 of Commodity Form-1939 (NER-313). The total of all such acreage allotments and usual acreages shall not exceed the acreage of cropland on the farm.

Acreage figures for total cropland, commercial orchards and fenced non-crop open pasture used for computing the soil-building payment will be obtained from the 1938 report of performance NER-208 or NER-220. In any event, the acreage figures used will be the most recently obtained and most accurate figures available in the County office.

In counties where materials are being furnished as grants of aid, enter in the space provided on the face of the notice the proper number of 100-lb. bags of triple super-phosphate and the proper number of tons of liming materials which can be furnished. In such counties also enter in the table entitled "Materials Furnished to Date as Grants of Aid Under 1939 Program" the kind and amount of any materials which may have been furnished to the farm as grants of aid under the 1939 program prior to the time of the farm interview.

After completion of the notices by the County office clerks each notice will be signed by a member of the County Committee and the date of the committeeman's signature will be inserted in the space provided. These notices must be signed before they are released for use by Community Committeemen.

B. Non-allotment Farms

1. Forms to be used

NER-314 will be prepared for all non-allotment farms in counties where materials are not being furnished as grants of aid. NER-314-A will be prepared for all non-allotment farms in counties where materials are being furnished as grants of aid.

2. Preparation

A pencil copy of each notice will be first prepared. Two additional copies will then be typed, both of which will be used by the Community Committeeman at the time of the producer interview. One of these copies will be left with the producer and the other returned to the County office.

The acreage figures to be used for computing the soil-building payment on these forms, namely, total cropland, commercial orchards and fenced non-crop open pasture will be obtained from NER-208 or NER-220. In any event, the acreage figures to be entered on these forms will be the most recently determined and most accurate figures available in the County office.

In counties where materials are being furnished as grants of aid, enter in the space provided on the face of the notice the proper number of bags of triple superphosphate and the proper number of tons of liming materials which can be furnished. In such counties also enter in the table entitled "Materials Furnished to Date as Grants of Aid Under 1939 Program" the kind and amount of any materials which may have been furnished to the farm as grants of aid under the 1939 program prior to the time of the farm interviews.

After completion of the notices by the County office clerks each notice will be signed by a member of the County Committee and the date of the committeeman's signature will be inserted in the space provided. These notices must be signed before they are released for use by Community Committeemen.

SECTION IX. - INTERVIEWS WITH FARMERS

After the Notices of 1939 Agricultural Conservation Program have been prepared in accordance with Section VIII above, both typed copies of such notices will be distributed to Community Committeemen who will personally interview all farmers for which notices have been prepared. The Committeeman will explain the 1939 program to each farmer as it applies to his farm and discuss the information for the farm contained on the notice. Qualified persons other than Community Committeemen may be employed for making the farm interviews if authorized by the State Committee with the approval of the Regional Director.

With respect to allotment farms, the Committeeman will discuss with the producer his allotment, usual acreages and yields as determined by the County Committee and recorded on the notice for each farm. One copy of the notice will be left with the farmer. The Committeeman will record on the second copy of the notice any request which the producer wishes to make for reconsideration by the County Committee of the allotment, usual acreages and normal

yields determined for his farm indicating as much information and data as possible on which the request is based.

For all farms, the Committeeman will discuss with the farmer the soil-building practices which are most applicable to his farm and the amount which may be earned for each practice. A record of such intended practices will be made on the reverse side of the form.

Before a copy of the notice is returned to the County office, the Community Committeeman will sign the notice, obtain the producer's signature and make any notations on the form or attached thereto which will indicate his recommendations with respect to any changes to be made in the data for the farm or concerning any adjustments requested by the producer. One copy of all notices to producers will be returned to the County office by the Community Committeeman.

In counties where grants of aid are being furnished to farmers, the Community Committeeman will, at the time of interviews with farmers, obtain the producer's order for any desired material on ACP-64. Instructions with respect to this phase of the program will be issued separately.

SECTION X - FINAL ADJUSTMENTS AND REVISED NOTICES

After the producer interviews have been held, the County Committee will consider all requests for adjustments made by producers with respect to allotments, usual acreages and yields. Any adjustments which are made will be recorded in column 14 and column 19 of Commodity Form-1939 (NER-313) in accordance with the instructions for making adjustments contained in the sections of this bulletin covering the various commodities. The total of all acreage allotments and usual acreages for any farm shall not exceed the acreage of cropland on the farm.

If at this time any acreage, yield or total possible soil-building payment figures for the farm are changed in any way, a revised Notice of 1939 Agricultural Conservation Program will be prepared and mailed to the producer. At the top of each such notice will be typed or plainly stamped the word "Revised". A check mark (✓) will also be inserted in column 21 of Commodity Form-1939 (NER-313) at the time any revisions are made and transferred to the revised notice.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

(TENTATIVE - - FOR DISCUSSION PURPOSES ONLY)

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
U. S. Department of Agriculture
NORTHEAST DIVISION

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN VERMONT

The 1939 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves and assuring consumers plenty of supplies.

In 1939, as in 1938, cooperating farmers in Vermont will be offered payments which they can earn in two ways: (1) By using approved soil-building practices and (2) in some cases, by staying within acreage allotments for potatoes.

LARGEST POSSIBLE SOIL-BUILDING PAYMENT

Each Vermont farmer who takes part in this program is expected to use one or more of the approved soil-building practices which are good for his farm. In order that the farmer will know how many practices he may carry out and for which he can earn payment, a **largest possible soil-building payment** will be computed for his farm. This **largest possible soil-building payment** is found by adding all of the following items which apply to the farm:

70 cents times the acreage of cropland on the farm, not counting acreage in bearing orchards and in the potato allotment;

\$2 times the acreage of bearing orchards on the farm on January 1, 1939; and

40 cents times the acreage of fenced, noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in Vermont may carry out and for which they can earn payment under the 1939 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on any farm, payment at the rate indicated in the description of the practice will be allowed toward earning the **largest possible soil-building payment** established for the farm. However, the payment computed for carrying out practices cannot be larger than the **largest possible soil-building payment**.

APPLYING LIME AND FERTILIZERS

Practice No. 1.—Liming Cropland, Pasture Land, or Orchards: *Rate of Payment*

\$4.50 for each ton of standard ground limestone.

\$4.50 for each 1,000 pounds of total calcium oxide or equivalent in magnesium oxide (1) in ground limestone (other than standard) which will pass through a 20-mesh sieve or (2) in other liming materials.

NOTE.—Standard ground limestone is limestone which will analyze at least 50 percent total calcium oxide or equivalent in calcium and magnesium oxides, 100 percent of which will pass through a 20-mesh sieve and which contains all of the fine material produced in the process of manufacture.

The application of at least 1,000 pounds of ground limestone or at least 500 pounds of total calcium oxide, or its equivalent of magnesium oxide in other liming materials to cropland, pasture land, or orchards.

If any material other than standard ground limestone is used, the operator must submit evidence satisfactory to the county committee as to the total oxide content and, in the case of ground limestone other than standard, the percentage of the material which will pass through a 20-mesh sieve.

Liming material should be applied to cropland, pasture land, or orchards according to the need as determined by soil tests. However, if soil tests are not available, payment will be allowed only if sufficient liming material to conform with good farming practice for the farm is applied.

Practice No. 2.—Applying Available Phosphoric Acid: *Rate of Payment, \$1.50 for Each 48 Pounds*

The application per acre of at least 48 pounds of available phosphoric acid (300 pounds of 16 percent or 240 pounds of 20 percent superphosphate) alone, or at least 24 pounds in combination with other fertilizing material, as a topdressing on perennial or biennial legumes or perennial grasses or in preparation for seeding these legumes or grasses.

Phosphoric acid may be used as a preservative on farm manures that are to be used on established sod or in connection with the seeding of biennial or perennial legumes or perennial grasses if at least 1 pound of 16 or 20 percent superphosphate per mature cow or other animal unit is used each day.

NOTE.—Other animal unit: 1 horse, 5 sheep, 2 calves, 2 colts, or 100 hens.

When phosphoric acid is used on a nurse crop which is harvested for grain, 32 pounds per acre will be deducted.

Practice No. 3.—Applying Available Potash: *Rate of Payment*, \$1.50 for Each 100 Pounds

The application per acre of at least 50 pounds of available potash (100 pounds of 50 percent muriate of potash) alone, or at least 18 pounds in combination with other fertilizing material, as a topdressing on perennial or biennial legumes or perennial grasses or in preparation for seeding these legumes or grasses.

ESTABLISHING NEW SEEDINGS

Practice No. 4.—Seeding Biennial Legumes: *Rate of Payment*, \$1.50 per Acre

The seeding of at least 5 pounds per acre of hardy, northern-grown domestic or Canadian medium red clover seed or an equivalent amount of other legume seed alone or in mixtures containing timothy or red-top on land supplied with sufficient lime and fertilizer to ordinarily obtain a good stand.

NOTE.—The following are the equivalents of 1 pound of medium red clover: $\frac{1}{2}$ pound alsike clover, $\frac{1}{3}$ pound ladino clover, $\frac{1}{3}$ pound white Dutch clover, 1 pound alfalfa.

If the land is not naturally supplied with sufficient lime, phosphorus, and potash, the amount of liming material indicated by a soil test should be applied at least 6 months in advance of seeding and the phosphorus and potash needed should be applied at time of seeding.

Practice No. 5.—Seeding Alfalfa: *Rate of Payment*, \$3 per Acre

The seeding of at least 10 pounds per acre of hardy, northern-grown domestic or Canadian alfalfa seed (such as Grimm, Ontario Variegated, Hardigan, or Cossack) on land prepared by the application of sufficient lime and fertilizer to obtain a good stand.

If the land is not naturally supplied with sufficient lime, phosphorus, and potash, the amount of liming material indicated by a soil test should be applied at least 6 months in advance of seeding and the phosphorus and potash needed should be applied at time of seeding.

FARM WOODLAND IMPROVEMENT

Practice No. 6.—Improving Woodlands: *Rate of Payment*, \$3 per Acre

The improvement of the stand of forest trees by thinning, weeding, or pruning to develop at least 100 potential timber trees of desirable species well distributed over each acre of woodland improved. The approval of the county committee shall be obtained before performing this practice.

Payment will not be allowed for weeding and thinning on the same acreage of woodland.

If pruning is one of the practices used, it should be confined to pine or spruce not over 6 inches in diameter and must be done with a saw or pruning shears after the area has been properly thinned.

Practice No. 7.—Excluding Livestock From Farm Woodland: *Rate of Payment, \$0.75 for Each 2 Acres*

The restoration of farm woodland, including maple sugar orchards, previously used for pasture by excluding livestock.

Payment will be allowed for each acre of woodland from which livestock are excluded, but not in excess of 2 acres for each animal unit which is normally allowed to graze in the woodland.

NOTE.—Animal unit means one cow, one horse, five sheep, five goats, two calves, or two colts, or the equivalent thereof.

The operator shall obtain approval of the county committee before performing this practice.

Practice No. 8.—Planting Forest Trees: *Rate of Payment, \$7.50 per Acre*

The planting of transplanted forest trees at the rate of at least 1,000 trees per acre. In woodlands which have been severely damaged by storm 1,000 trees planted in the damaged area shall be considered as an acre, even though they may be distributed over a larger area.

When white pine plantings are made, currant and gooseberry bushes within 1,000 feet of the planting site should be removed.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the **largest possible soil-building payment**. If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, and materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the **largest possible soil-building payment**.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which does not have an acreage allotment, the total payment for the year will be computed as follows:

Add together the payments for each soil-building practice carried out, at the rate shown in the description of the practice. However, the total payment computed for carrying out soil-building practices shall not be larger than the **largest possible soil-building payment**.

Then subtract 30 cents per bushel times the normal yield for each acre planted to potatoes in excess of 3 acres.

ACREAGE ALLOTMENTS

In 1939 acreage allotments will be set by county committees in a manner very similar to that in which they were set in 1938.

Potato allotments will be set on farms that usually grow more than 3 acres of potatoes.

If more than 8 acres of corn for grain are usually grown on a farm with a potato allotment, a usual acreage of corn for grain will also be set for that farm.

Persons who grow tobacco should see their county committee about the tobacco part of the program.

AMOUNT OF PAYMENT EARNED ON FARMS WITH POTATO ALLOTMENTS

The amount that is earned on any farm with an allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any:

A payment at the rate shown in the description of the practice will be computed for each soil-building practice carried out. **The total payment computed for carrying out soil-building practices shall not exceed the largest possible soil-building payment.**

A payment of 3 cents per bushel times the normal yield of potatoes per acre will be computed for each acre in the potato allotment or for 125 percent of the acreage planted to potatoes, whichever is smaller.

A deduction of 30 cents per bushel times the normal yield will be made for each acre planted to potatoes over the potato allotment.

A deduction of \$10 will be made on potato allotment farms for each acre of corn harvested for grain over the usual acreage set for the farm. If no usual acreage is set for the farm, \$10 will be deducted for each acre of corn harvested for grain over 8 acres.

INCREASE OF PAYMENTS

The amount of increase indicated in the following will be added to each person's share of the farm payment, if that share is less than \$200.

Payment earned:	Amount of increase
\$20 or less.....	40 percent.
\$21 to \$40.....	\$8, plus 20 percent of amount over \$20.
\$41 to \$60.....	\$12, plus 10 percent of amount over \$40.
\$61 to \$186.....	\$14.
\$187 to \$200.....	Enough to increase payment to \$200

ADMINISTRATIVE EXPENSE

There will be deducted from each person's payment his share of the expense of administering the program in his county.

FURNISHING MATERIALS IN LIEU OF PAYMENTS

Superphosphate and liming material will be furnished in some counties in Vermont to farmers who want those materials in place of a payment. Complete instructions for handling this provision will be furnished the county committees and will be available in time to get the materials to the farmers before the spring operations begin.

A. W. MANCHESTER,
Director, Northeast Division,
Agricultural Adjustment Administration.

H. W. SOULE,
State Executive Officer.

W. F. SINCLAIR,
E. FRANK BRANON,
GEO. D. BAILEY,
DANA M. SMITH,

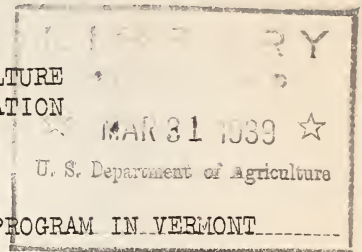
J. E. CARRIGAN, *Director*
of Extension,
State Committee.

Issued March 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

OUTLINE OF THE 1939 AGRICULTURAL CONSERVATION PROGRAM IN VERMONT



There is inserted immediately after Practice No. 9, Woodland Rehabilitation Practice on Hurricane Devastated Woodlands, the following practice:

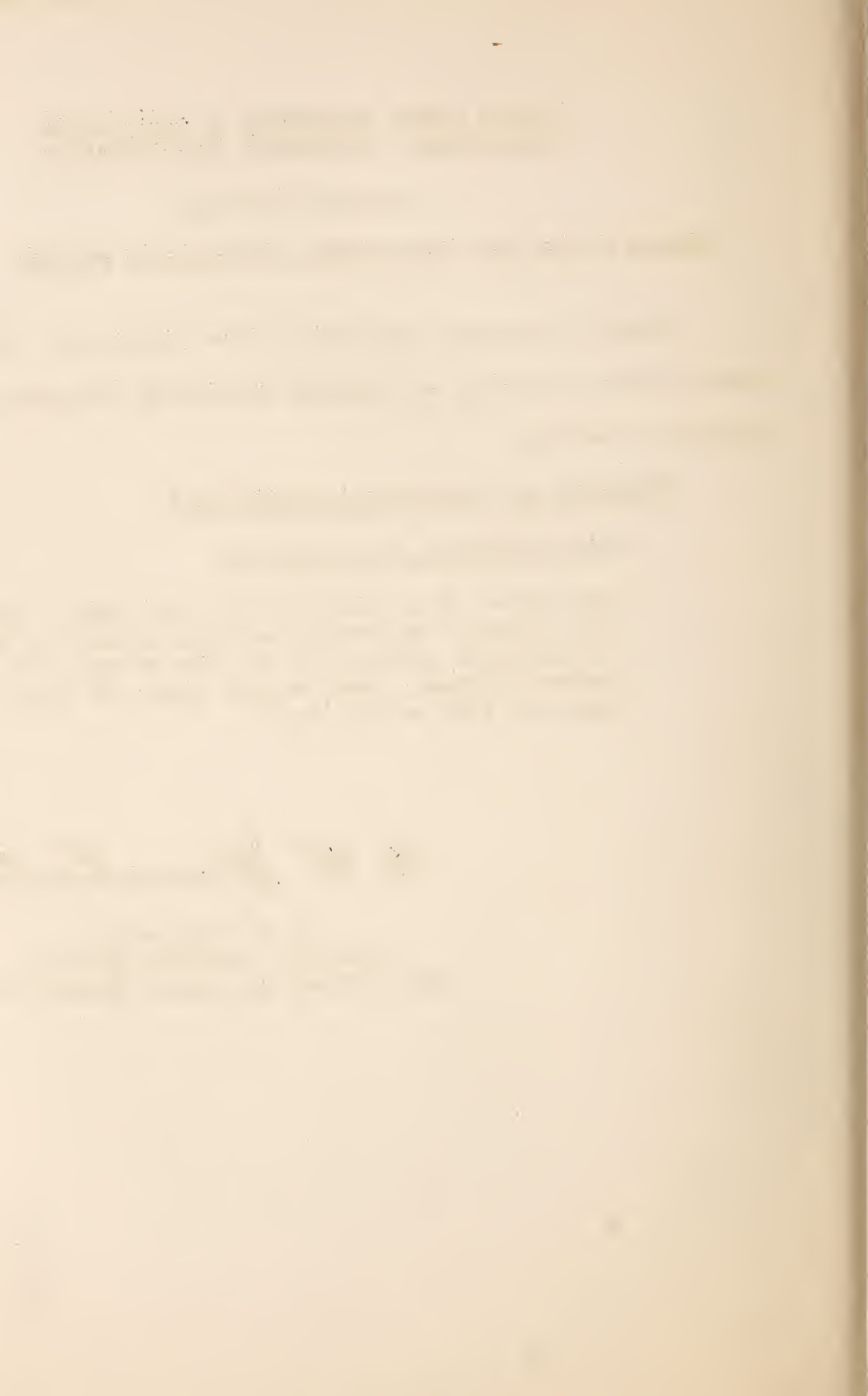
"Practice No. 10-Mulching Orchard Land

Rate of Payment, \$1.50 per ton.

Application of at least two tons per acre of air-dried straw or equivalent mulching materials, if all materials produced on the land during 1939 from grasses, legumes, green manure crops, or cover crops are left on the land."

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.



United States Department of Agriculture
Agricultural Adjustment Administration

INSTRUCTIONS FOR DETERMINATION OF USUAL ACREAGES, ACREAGE
ALLOTMENTS, NORMAL YIELDS AND SOIL-BUILDING PAYMENTS

1939 AGRICULTURAL CONSERVATION PROGRAM - NORTHEAST REGION

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SECTION I. - OUTLINE OF PROCEDURE

A. Farm Classification

All farms for which acreage data have previously been obtained and those farms for which such data are made available in 1939 will be classified as: (1) Farms for which acreage allotments, usual acreages and normal yields will be established in 1939, hereinafter referred to as allotment farms, and (2) Farms for which only a soil-building payment may be earned in 1939, hereinafter referred to as non-allotment farms.

B. Listing for Determination of Allotments, Usual Acreages and Yields

1. Forms Provided for Listing

A "Farm Listing Sheet" (NER-312) and "Commodity Form-1939" (NER-313) are provided for listing the necessary data for determination of acreage allotments, usual acreages and normal yields. These forms (together with "Commodity Form-1940" for use in 1940) are designed for use in 1939, 1940, and subsequent years on a continuing basis, eliminating the process of recopying each year the necessary basic data for determination of allotments. Starting in 1939, all listing sheets used by County Associations will be maintained in a permanent binder.

2. Use of Listing Forms

One of the following two alternative methods of listing may be used in a particular county, the choice of method to be made by the State office, subject to the approval of the Regional Director:

Method (A)

List in numerical order by communities on the Farm Listing Sheet (NER-312) the serial numbers and names of operators, preparing a separate listing and a corresponding Commodity Form-1939 (NER-313) sheet for each of the following: (1) Potato allotment farms, (2) Tobacco allotment farms, (3) Commercial vegetable allotment farms, (4) Usual acreage wheat farms (Maine and New Jersey), and (5) Usual acreage corn farms.

This method is recommended for counties where a relatively small proportion of all farms in the county are allotment farms.

Method (3)

List in numerical order by communities on the Farm Listing Sheet (NER-312) the serial numbers and names of operators of all farms (both allotment and non-allotment) in the county.

Under this method, as many Commodity Form-1939 (NER-313) sheets would be used along with each Farm Listing Sheet (NER-312) as there are allotments applicable to the farms listed on each sheet.

This method is recommended for counties where a relatively large proportion of all farms in the county are allotment farms.

3. Source of Data

The basic acreage and yield data for listing on Commodity Form-1939 (NER-313) will be obtained from one or more of the Forms NER-102, NER-208, NER-205, NER-206 and NER-220. The particular source of data for each item to be listed will be the form or forms which carry the most recently determined and most accurate data. For farms for which such data are not already available in the County office, it will be necessary to obtain the required information on NER-102 and NER-208.

No entries other than the serial number and name of operator will be made on Farm Listing Sheet (NER-312) except under instructions issued by the State office or subsequently by the Regional Director.

C. County Committee Determinations

When the basic acreage and yield data for each farm have been listed, recommendations of the Community Committeemen will be obtained with respect to acreage allotments, usual acreages, and normal yields for the farms in their community.

On the basis of the assembled acreage and yield data, the Community Committeemen's recommendations and other factors enumerated in the following instructions under each commodity, the County Committee will establish acreage allotments, usual acreages, and normal yields bringing the sum of all such allotments and usual acreages established for individual farms into adjustment with county limits and the weighted average of normal yields into adjustment with approved county average yields.

D. Preparation of Notices to Producers

1. Prepare for each allotment farm Notice of 1939 Agricultural

Conservation Program (NER-309 or NER-309-A) carrying a record of allotments, usual acreages, normal yields, and total possible soil-building payment determined for the farm.

2. Prepare for each non-allotment farm a Notice of 1939 Agricultural Conservation Program (NER-314 or 314-A) showing the total possible soil-building payment for the farm and, acreage figures from which such payment is computed.

E. Interviews with Producers

Community Committeemen, or if authorized by the State Committee and approved by the Regional Director other qualified persons, will interview each farm operator, discuss with him the program as applied to his farm, deliver to him one copy of the Notice of 1939 Agricultural Conservation Program for the farm and return one copy to the County Committee on which should be recorded intended soil-building practices, and any request which the operator has made for adjustment of the allotments, usual acreages, or yields carried on the Notice of 1939 Agricultural Conservation Program for the farm. In counties where materials are furnished as grants of aid the committeemen will also at this time take orders for materials.

F. County Committee Adjustments

Following producer interviews County Committee will review all requests of producers for adjustments in acreage allotments, usual acreages, and normal yields and in cases where adjustments are made prepare and mail to interested producers a revised Notice of 1939 Agricultural Conservation Program carrying figures which are final for the farm subject only to further written appeal by producers within fifteen days from the date of the revised notice.

SECTION II. - POTATOES

A. Listing on Farm Listing Sheet (NER-312)
Columns 1 and 2

If alternative listing method (A) is used, list in these columns the serial number and name of operator for each farm for which a potato allotment was established in 1938 and for all other farms for which a 1939 potato allotment is required to be established in accordance with Bulletin NER-300. If method (B) is used, the serial numbers and names of operators will already have been listed.

B. Listing on Commodity Form-1939 (NER-313)
Columns 3, 4, and 5

List in these columns the 1936, 1937, and 1938 acreages of potatoes for each farm listed on NER-312 for which a 1939 potato allotment is required to be established in accordance with Bulletin NER-300.

Column 6 - 1938 Potato Allotment

Enter here for each farm the approved 1938 potato allotment.

Column 7 - Cropland

Enter in this column for each farm the total acreage of cropland on the farm in 1938.

Column 8 - 1938 Normal Acres

Enter here the normal potato acreage figure determined for the farm in 1938 which was used as the basis on which the 1938 allotment was established.

Column 9 - 1938 Normal Yield

Enter here for each farm the normal yield of potatoes which was established for the farm as the basis of 1938 payment per acre.

Column 10 - Average Acres

No entry is necessary for this column. If an average acreage is desired, however, the entry will be obtained in the following manner: Insert in the space provided at the head of this column "1936-38". Compute an average of the recorded acreage for the three years 1936, 1937, and 1938 and enter the average for each farm in column 10.

Column 11 - Community Committee Recommendations

In this column will be recorded the recommendations of one or more Community Committeemen with respect to the allotments for the farms in their community. Community Committeemen will base their recommendations on their personal knowledge of the farm and the recorded acreage figures for the farm, taking into consideration the factors (d) to (g), inclusive, listed in the instructions for column 12, below.

C. Determination of Acreage Allotments

Column 12 - Preliminary Allotment

The entry for this column will be determined by the County Committee after taking into consideration the following factors:

- (a) 1938 potato allotment.
- (b) 1938 acreage of potatoes.
- (c) Acreage of potatoes on the farm prior to 1938.

- (d) Tillable acreage on the farm and utilization of land not devoted to potatoes.
- (e) Type of soil and topography.
- (f) Soil management practices usually followed on the farm.
- (g) Production facilities.
- (h) Recommendations of Community Committeemen.

Column 13 - Adjusted Allotment

When preliminary allotments have been determined for all farms, compare the total of such preliminary allotments with the total of the 1939 county potato allotment assigned to the county by the State Committee. If the total of column 12 does not exceed such county allotment make no entries in column 13 at this time. If the total of column 12 does exceed the county allotment, make such adjustments in the preliminary allotments as will bring the total of such allotments into agreement with the county allotment. The allotments so adjusted will be entered in column 13.

Column 14 - Approved Allotment

After producers have been interviewed, the County Committee will make final revision of the allotments recorded in column 13 and enter approved allotments in column 14. Such adjustment will be made on the basis of data or information submitted by producers in connection with appeals or otherwise made available to the County Committee which justify a revision of the previously determined allotment. The total of all such approved allotments in the county entered in column 14 shall not exceed the total county allotment including any reserve which may have been allotted to the county by the State Committee for the purpose of making adjustments in connection with appeals or for corrections due to errors.

D. Determination of Normal Yields

Column 15 - Community Committee Recommendation

Before preliminary yields are determined by the County Committee, a normal yield for each farm in the community as recommended by one or more members of the Community Committee will be entered in column 15.

Column 16 - Preliminary Yield

Enter in this column the normal yield for the farm recorded in column 9 established in 1938 adjusted by the County Committee on the basis of the following factors:

- (a) Type of soil.
- (b) Production practices.
- (c) General fertility of the land.
- (d) Actual yield figures for the farm for previous years.

Column 18 - Total Yield

Enter in this column for each farm the product of the adjusted allotment figure in column 13 times the preliminary yield figure in column 16. Divide the total of column 18 by the total of column 13, thus obtaining a weighted average of the preliminary yields in column 16. Record this weighted average at the top of column 16.

Column 17 - Adjusted Yield

Compare the weighted average of the preliminary yields in column 16 with the approved average county potato yield. If the weighted average of such preliminary yields does not exceed the approved average county yield, make no entries in column 17 at this time. If the weighted average of such preliminary yields does exceed the approved average county yield, make such adjustments in the preliminary yields recorded in column 16 as will bring the weighted average of such yields into agreement with the approved average county yield. Enter such adjusted yields in column 17.

Column 19 - Approved Yield

On the basis of additional information submitted after the farm interviews and in connection with producer appeals properly supported, enter in column 19 approved yields the weighted average of which shall not exceed the approved average county yields.

Columns 20 and 21 - Blank

These columns are reserved for checking at the time figures are transferred from this form to Notice of 1939 Agricultural Conservation Program forms. See Section VIII.

Column 22 - Farm Serial Number

Enter in this column for convenient reference, the serial number for the farm the same as is entered in column 1 of NER-312.

SECTION III. - TOBACCO

A. Listing on Farm Listing Sheet (NER-312)

Columns 1 and 2 - Serial Number and Name of Operator

If alternative listing method (A) is used, list in these columns in numerical order by communities the serial number and the name of operator for each farm for which a tobacco allotment was established in 1938, and for all other farms for which tobacco allotments were not established in 1938 but for which allotments will, in accordance with Bulletin NER-300, be established in 1939. If method (B) is used, the serial numbers and names of operators will already have been listed.

B. Listing on Commodity Form-1939 (NER-313)

Columns 3, 4, and 5 - 1936, 1937, and 1938 Tobacco Acreage

Enter in these columns the 1936, 1937, and 1938 acreage of tobacco for the farms listed on NER-312.

Column 6 - 1938 Tobacco Allotment

Enter here for each farm the approved 1938 tobacco allotment.

Column 7 - Cropland

Enter in this column for each farm the total acreage of cropland on the farm in 1938.

Column 8 - 1938 Normal Acres

Enter here for each farm the normal tobacco acreage figure (if any) determined for the farm in 1938 which was used as the basis on which the 1938 tobacco allotment was established.

Column 9 - 1938 Normal Yield

Enter here for each farm the normal yield of tobacco which was established for the farm as the basis of 1938 payment per acre.

Column 10 - Average Acres

No entry is necessary for this column. If an average acreage is desired, however, the entry will be obtained in the following manner: Insert in the space provided at the

head of this column "1936-38". Compute and enter for each farm in column 10 the average for the three years 1936, 1937 and 1938.

C. Determination of Acreage Allotments.

Column 11 - Community Committee Recommendation

Enter in this column the recommendations of one or more Community Committeemen with respect to the tobacco allotments for farms in each community. Such recommendations will be based on past acreage of tobacco on these farms and the committeemen's personal knowledge of the farms involved, taking into consideration the factors (a), (b), and (c) listed under instructions for column 12 below.

Column 12 - Preliminary Allotment

The entry for this column will be determined by the County Committee in view of past acreage with due allowance for effects of abnormal weather conditions and plant-bed and other diseases and the 1938 tobacco allotment already recorded, also taking into consideration the following factors:

- (a) Land, labor, and equipment available for the production of tobacco.
- (b) Crop rotation practices.
- (c) Soil and other factors affecting the production of tobacco.
- (d) Community Committee recommendations.

Tobacco allotments for farms on which tobacco is to be produced in 1939 for the first time since 1934 shall not exceed 75% of the allotment for other farms in the same community on which tobacco was produced since 1934 which are similar with respect to the above factors (a), (b), and (c).

Column 13 - Adjusted Allotment

When preliminary tobacco allotments have been determined for all farms, compare the total of such preliminary allotments with the total of the 1939 county tobacco allotment. If the total of column 12 does not exceed such county allotment, make no entries in column 13 at this time. If the total of column 12 does exceed the county allotment, make such adjustments in the preliminary allotments as will bring the total of such allotments into agreement with the county allotment. The allotments so adjusted will be entered in column 13.

Column 14 - Approved Allotment

After the interview with producers and on the basis of appeals of producers properly supported or other information which justifies a change in the allotment figure previously determined the County Committee will make final revision of the adjusted allotments recorded in column 13 and enter the approved figure in column 14. The total of all approved allotments in the County shall not exceed the approved County tobacco allotment.

D. Determination of Normal Yields

Column 15 - Community Committee Recommendation

Before preliminary yields are determined by the County Committee a normal yield for each farm in the community as recommended by one or more members of the Community Committee will be entered in column 15.

Column 16 - Preliminary Yield

Enter in this column the normal yield for the farm recorded in column 9 established in 1938 adjusted by the County Committee on the basis of the following factors:

- (a) Type of soil.
- (b) Production practices.
- (c) General fertility of the land.
- (d) Actual yield figures for the farm in previous years.

Column 18 - Total Yield

Enter in this column for each farm the product of the adjusted allotment figure in column 13 times the preliminary yield figure in column 16. Divide the total of column 18 by the total of column 13, thus obtaining a weighted average of the preliminary yields in column 16. Record this weighted average at the top of column 16.

Column 17 - Adjusted Yield

Compare the weighted average of the preliminary yields in column 16 with the approved average county tobacco yield. If the weighted average of such preliminary yields does not exceed the approved average county yield, make no entries in column 17 at this time. If the weighted average of such preliminary yields does exceed the approved average county yield, make such adjustments in the preliminary yields recorded in

column 16 as will bring the weighted average of such yields into agreement with the approved average county yield. Enter such adjusted yields in column 17.

Column 19 - Approved Yield

After the interviews by committeemen with producers and on the basis of appeals of producers properly supported or other information which justifies a change in the yield figures previously determined the County Committee will enter in column 19 approved yields the weighted average of which shall not exceed the approved average county yield.

Columns 20 and 21 - Blank

These columns are reserved for checking at the time figures are transferred from this form to Notice of 1939 Agricultural Conservation Program forms. See Section VIII.

Column 22 - Farm Serial Number

Enter in this column for convenient reference the serial number for the farm the same as is entered in column 1 of NER-312.

SECTION IV. - COMMERCIAL VEGETABLES

A. Listing on Farm Listing Sheet (NER-312).

The listing for commercial vegetables will be confined to those counties designated as commercial vegetable areas.

Columns 1 and 2 - Serial Number and Name of Operator

If alternative method (A) is used, list in these columns numerically by communities the name of operator and serial number of each farm on which the average annual acreage of land planted to commercial vegetables in 1936 and 1937 was three acres or more. If method (B) is used, the serial numbers and names of operators will already have been listed.

B. Listing on Commodity Form-1939 (NER-313)

In such areas the listing on Commodity Form-1939 (NER-313) will be limited to entries in those columns indicated below:

Columns 3 and 4

Enter in column 3 the 1936, and in column 4 the 1937 acreage of land planted to commercial vegetables on the farms listed on NER-312.

Column 5 - 1938 Acres

Enter here for each farm the 1938 actual acreage of commercial vegetables.

Column 7 - Cropland

Enter in this column for each farm the total acreage of cropland on the farm in 1938.

Column 10 - Average 1936-37 Acreage

Complete this column heading by inserting "1936-37" in the space provided. Enter in this column for each farm the 1936-37 average acreage of commercial vegetables grown on the farm.

C. Determination of Allotments

Column 11 - Community Committee Recommendations

Enter in this column the recommendations of one or more Community Committeemen with respect to the commercial vegetable allotments for farms in each community. Such recommendations will be based on the past acreages of commercial vegetables on these farms and the Committeemen's personal knowledge of the farms involved, taking into consideration the factors (a), (b), (c), and (d) listed under instructions for column 13 below:

Column

Column 12 - No entries - Figures in column 10 will be regarded as preliminary allotments.

Column 13 - Adjusted Allotments

Enter in this column for each farm the 1936-37 average as recorded in column 10 adjusted by the County Committee on the basis of the following factors:

- (a) Abnormal weather conditions.
- (b) Tillable acreage on the farm.
- (c) Type of soil.
- (d) Production facilities.
- (e) Community Committee recommendations.

The total of this column 13, however, shall not exceed the total of column 10 unless an increase in the county total is granted by the State Committee upon approval of the Administrator where it is found that the acreages grown in 1936 and 1937 were substantially reduced because of abnormal weather conditions.

Column 14 - Approved Allotment

After interviews with producers and on the basis of appeals by producers properly supported by information relative to the above factors, (a), (b), (c), and (d), and not previously considered, the County Committee will make final revision of adjusted allotments as recorded in column 13 and enter the approved allotments in column 14.

The total of all approved allotments in column 14 shall not exceed the 1936-37 average of commercial vegetables on the same farms as recorded and totaled in column 10 unless an increase in the county total is granted by the State Committee upon approval of the Administrator where it is found that the acreages grown in 1936 and 1937 were substantially reduced because of abnormal weather conditions.

Columns 20 and 21

These columns are reserved for checking at the time figures are transferred from this form to Notice of 1939 Agricultural Conservation Program forms. See Section VIII.

Column 22 - Farm Serial Number

Enter in this column for convenient reference the serial number for each farm the same as is entered in column 1 of NER-312.

SECTION V. - WHEAT - ALLOTMENTS

A. Listing on Farm Listing Sheet (NER-312)

In areas where 1939 wheat allotments have been established, a listing of wheat allotment farms on Commodity Form-1939 (NER-313) will be made for the purpose of establishing normal wheat yields. If preferred, Wheat Listing Sheets NER-303 and NER-304 may be used for this purpose, in which event the instructions below will apply to applicable columns on NER-303 and NER-304.

Columns 1 and 2

If alternative method (A) is used, list in these columns numerically by communities the name of operator and serial number of each farm for which a 1939 wheat allotment has been established. A record of such farms may be obtained from the 1939 Wheat Listing Sheets NER-303 and NER-304. If method (B) is used, the serial numbers and names of operators will already have been listed.

B. Listing on Commodity Form-1939 (NER-313)

Column 14 - Approved Allotment

Enter in this column for each farm the approved 1939 wheat allotment as recorded on Form NER-303 or NER-304.

C. Determination of Normal Yields

Column 15 - Community Committee Recommendations

Before preliminary yields are determined by the County Committee a normal yield for each farm in the community as recommended by one or more members of the Community Committee will be entered in column 15.

Column 16 - Preliminary Yield

Enter in this column for each farm a preliminary yield determined in accordance with Section VI, A-1 (a) and (b) of Bulletin NER-300.

Column 18 - Total Yield

Enter in this column for each farm the product of the approved allotment figure in column 14 times the preliminary yield figure in column 16; divide the total of column 18 by the total of column 14, thus obtaining a weighted average of the preliminary yields in column 16. Record this weighted average at the top of column 16.

Column 17 - Adjusted Yield

Compare the weighted average of the preliminary yields in column 16 with the approved average county wheat yield. If the weighted average of such preliminary yields does not exceed the approved average county yield, make no entries in column 17 at this time. If the weighted average of such preliminary yields does exceed the approved average county yield, make such adjustments in the preliminary yields recorded in column 16 as will bring the weighted average of such yields into agreement with the approved average county yield. Enter such adjusted yields in column 17.

Column 19 - Approved Yield

After the interviews by committeemen with producers and on the basis of appeals of producers supported by information not previously considered the County Committee will enter in column 19 approved yields the weighted average of which shall not exceed the approved average county wheat yield.

Columns 20 and 21 - Blank

These columns are reserved for checking at the time figures are transferred from this form to Notice of 1939 Agricultural Conservation Program forms. See Section VIII.

Column 22 - Farm Serial Number

Enter in this column for convenient reference the serial number for the farm the same as is entered in column 1 of NER-312.

SECTION VI. - WHEAT - USUAL ACREAGES

(Applicable in New Jersey and Maine only)

A. Listing on Farm Listing Sheet (NER-312)

Columns 1 and 2 - Serial Number and Name of Operator

If alternative method (A) is used, list in these columns numerically by communities the name of operator and serial number of each farm for which a wheat allotment has not been established and on which the normal acreage of wheat for harvest as hay or grain is more than eight acres. In counties where 1939 Wheat Listing Sheet, NER-303, has been prepared in accordance with previously issued instructions, these farms will be those listed on NER-303 for which allotments have not been determined but which show a usual acreage in column 11 of more than eight acres. In areas where Wheat Listing Sheet NER-303 has not been prepared, this listing on Farm Listing Sheet (NER-312) will include all farms on which an inspection of 1937 and 1938 Reports of Performance shows a harvested wheat acreage in 1936, 1937, or 1938 of more than eight acres.

If method (B) is used, the serial numbers and names of operators will already have been listed.

B. Listing on Commodity Form-1939 (NER-313)

Column 3 - 1936 Acres

Enter in this column the 1936 harvested acreage of wheat.

Column 4 - 1937 Acres

Enter in this column for each farm the 1937 harvested acreage of wheat.

Column 5 - 1938 Acres

Enter in this column for each farm the 1938 harvested acreage of wheat.

Column 7 - 1938 Cropland

Enter in this column for each farm the total acreage of cropland on the farm in 1938.

Column 10 - Average Acres

Complete this column heading by inserting in the space provided "1936-38". Enter in this column for each farm the average of the entries in columns 3, 4, and 5.

C. Determination of Usual Acreages

Column 11 - Community Committee Recommendations

Enter in this column the recommendations of one or more Community Committeemen with respect to the usual acreage of wheat for farms in each community. Such recommendations will be based on past acreage of wheat on these farms and the committeeman's personal knowledge of the farms involved, taking into consideration the factors listed under instructions for column 12 below.

Column 12 - Preliminary Usual Acreage

The entry for this column will be the result of a determination by the County Committee on the basis of the past acreage as previously recorded, also taking into consideration the following factors:

- (a) Abnormal weather conditions.
- (b) Tillable acreage.
- (c) Crop rotation practices.
- (d) Type of soil.
- (e) Topography.
- (f) Community Committee recommendations.

Column 13 - Adjusted Usual Acreage

When the preliminary usual acreages have been determined for all farms and recorded in column 12, obtain a total for the county of all farms for which preliminary usual acreages are recorded in column 12, eliminating from the total those farms for which a preliminary usual acreage has been determined to be eight acres or less. Next, obtain a total of the 1937 acreage of wheat as recorded in column 4, eliminating from this total the same farms which were eliminated from the total of column 12. If the total of column 12 does not exceed the total of column 4, make no entries in column 13 at this time. If the total of column 12 does exceed the total of column 4, make such adjustments in the preliminary

allotments as will bring the total of such allotments into agreement with the total of column 4. The allotments so adjusted will be entered in column 13.

Column 14 - Approved Usual Acreages

After the interviews with producers and on the basis of appeals of producers properly supported by information not previously considered and justifying a change in the previously determined figure, the County Committee will make final revision of the adjusted usual acreages recorded in column 13 and enter the approved figure in column 14. The total of all such approved usual acreages shall not exceed the sum of the 1937 harvested acreages of wheat on such farms, except upon approval by the Administrator where it is found that the 1937 acreage was not representative because of abnormal weather conditions or marked shifts in cropping practices in the county.

D. Determination of Normal Yields

Column 15 - Community Committee Recommendation

Before preliminary yields are determined by the County Committee a normal yield for each farm in the community as recommended by one or more members of the Community Committee will be entered in column 15.

Column 16 - Preliminary Yield

Enter in this column for each farm a preliminary yield determined in accordance with Section VI, A-1 (a) and (b) of Bulletin NER-300.

Column 18 - Total Yield

Enter in this column for each farm the product of the adjusted allotment figure in column 13 times the preliminary yield figure in column 16. Obtain a weighted average of the preliminary yields by dividing the total of column 18 by the total of column 13. Record this weighted average yield figure at the top of column 16.

Column 17 - Adjusted Yield

Compare the weighted average of the preliminary yields in column 16 with the approved average county wheat yield. If the weighted average of such preliminary yields does not exceed the approved average county yield make no entries in column 17 at this time. If the weighted average of such preliminary yields does exceed the approved average county yield,

make such adjustments in the preliminary yields recorded in column 16 as will bring the weighted average of such yields into agreement with the approved average county yield. Enter such adjusted yields in column 17.

Column 19 - Approved Yield

After the interviews with producers and on the basis of appeals of producers properly supported by information not previously considered and justifying a change in the previously determined yield the County Committee will enter in column 19 approved yields the weighted average of which shall not exceed the approved average county yield.

Column 20 and 21 - Blank

These columns are reserved for checking at the time figures are transferred from this form to Notice of 1939 Agricultural Conservation Program forms. See Section VIII.

Column 22 - Farm Serial Number

Enter in this column for convenient reference the serial number for the farm the same as is entered in column 1 of NER-312.

SECTION VII. --CORN FOR GRAIN

A. Listing on Farm Listing Sheet (NER-312)

After the listing of potato, tobacco, and wheat allotment farms has been completed as outlined in Sections II, III, and V and after a determination has been made as to the farms for which a potato, tobacco, or wheat allotment will be established, a listing on Farm Listing Sheet (NER-312) should then be made of all such farms on which the usual acreage of corn for grain is more than eight acres.

Columns 1 and 2

If alternative method (A) is used, list in these columns numerically by communities the name of operator and serial number of each potato, tobacco, or wheat allotment farm on which it is determined by an inspection of the 1937 and 1938 Report of Performance that the acreage of corn for grain in any one of the years 1936 to 1938, inclusive, was more than eight acres. If method (B) is used, the serial numbers and names of operators will already have been listed.

B. Listing on Commodity Form-1939 (NER-313)

Columns 3 and 4 - 1936 and 1937 Acres

Enter in these columns for the farms listed on NER-312 the 1936 and 1937 acreage of corn harvested for grain. Make a separate entry in each column for each farm of the acreage, if any, diverted from corn in either of these years.

Column 5 - 1938 Acreage

Enter in this column the 1938 acreage of corn harvested for grain. Make a separate entry for each farm in this column of the acreage, if any, diverted from corn in 1938.

Column 10 - Complete this column heading by inserting "1936-38"
in the space provided.

Enter in this column for each farm as one figure the average of the 1936, 1937, and 1938 acreage of corn harvested plus diverted as recorded in columns 3, 4, and 5.

Column 11 - Community Committee Recommendation

Enter in this column the recommendations of one or more Community Committeemen with respect to the usual acreage of corn for grain for farms in each community. Such recommendations will be based on the past acreage of corn for grain on these farms and the committeeman's personal knowledge of the farms involved.

Column 12 - Preliminary Usual Acreage

Make no entries in this column. The entries in column 10 will be regarded as preliminary usual acreages.

Column 13 - Adjusted Usual Acreage

Enter in this column the 1936-38 acreage of corn harvested and diverted as recorded in column 10 with adjustments by the County Committee for crop rotation practices. Circle all such entries which are eight acres or less. The total of this column, however, eliminating the circled figures of eight acres or less, shall not exceed the 1936-38 average of corn harvested and diverted as recorded in column 10 after circling and eliminating from the total of column 10 the same farms as eliminated from column 13.

Column 14 - Approved Usual Acreages

After the interview by committeemen with producers and on the basis of appeals of producers properly supported

by information not previously considered and justifying a change in the previously determined figure, the County Committee will make final revision of adjusted usual acreages recorded in column 13 and enter the approved usual acreages in column 14, the total of which shall not exceed the sum of the 1936-38 average acreages of corn harvested and diverted recorded for the same farms in column 10.

SECTION VIII. - NOTICES TO FARMERS OF 1939 AGRICULTURAL
CONSERVATION PROGRAM

A. Allotment Farms

1. Forms to be used

After adjusted allotments, adjusted usual acreages, and adjusted normal yields have been determined in accordance with the foregoing instructions, county offices will prepare a Notice of 1939 Agricultural Conservation Program showing for each farm the applicable allotments, usual acreages, and normal yields together with the soil-building payment and acreage figures used for computing such payment.

The Notice of 1939 Agricultural Conservation Program to be prepared will be one of the Forms NER-309 or NER-309-A. These forms are essentially the same, Form NER-309 being designed for use in counties where materials are not furnished as grants of aid and Form NER-309-A for use in counties where materials are being furnished as grants of aid. County offices will be provided with the particular "Notice" form which is applicable in the county.

2. Preparation

A pencil copy of each notice will first be prepared for the purpose of consolidating on one form all the applicable data for the farm. Two additional copies will then be typed, both of which will be used by the Community Committeeman at the time of the producer interview. One of these copies will be left with the producer and the other returned to the county office.

All acreage allotment and usual acreage figures entered on the notice to producers will be obtained from column 13, Commodity Form-1939 (NER-313). All yield figures will be obtained from column 17, Commodity Form-1939 (NER-313). When these figures are recorded on the notice form enter a check (✓) mark in column 20 of Commodity Form-1939 (NER-313). The total of all such acreage allotments and usual acreages shall not exceed the acreage of cropland on the farm.

Acreage figures for total cropland, commercial orchards, and fenced non-crop open pasture used for computing the soil-building payment will be obtained from the 1938 report of performance NER-208 or NER-220. In any event, the acreage figures used will be the most recently obtained and most accurate figures available in the county office.

In counties where materials are being furnished as grants of aid, enter in the space provided on the face of the notice the proper number of 100-lb. bags of triple superphosphate and the proper number of tons of standard ground limestone which can be furnished. In such counties also enter in the table entitled "Materials Furnished to Date as Grants of Aid Under the 1939 Program" the amount and kind of any materials which may have been furnished to the farm as grants of aid under the 1939 program prior to the time of the farm interviews.

After completion of the notices by the county office clerks each notice approved will be signed by a member of the County Committee and the date of the committeeman's signature will be inserted in the space provided. These notices must be signed before they are released for use by Community Committeemen.

B. Non-allotment Farms

1. Forms to be used

NER-314 will be prepared for all non-allotment farms in counties where materials are not being furnished as grants of aid. NER-314-A will be prepared for all non-allotment farms in counties where materials are being furnished as grants of aid.

2. Preparation

A pencil copy of each notice will be first prepared. Two additional copies will then be typed, both of which will be used by the Community Committeeman at the time of the producer interview. One of these copies will be left with the producer and the other returned to the county office.

The acreage figures to be used for computing the soil-building payment on these forms, namely, total cropland, fenced non-crop open pasture, and commercial orchards, will be obtained from NER-208 or NER-220. In any event, the acreage figures to be entered on these forms will be the most recently determined and most accurate figures available in the county office.

In counties where materials are being furnished for grants of aid, enter in the space provided on the face of the notice the proper number of bags of triple superphosphate and

the proper number of tons of standard ground limestone which can be furnished. In such counties also enter in the table entitled "Materials Furnished to Date as Grants of Aid Under the 1939 Program" the amount and kind of any materials which may have been furnished to the farm as grants of aid under the 1939 program prior to the time of the farm interviews.

After completion of the notices by the county office clerks each notice approved will be signed by a member of the county committee and the date of the committeeman's signature will be inserted in the space provided. These notices must be signed before they are released for use by Community Committeemen.

SECTION IX. - INTERVIEWS WITH FARMERS

After the Notices of 1939 Agricultural Conservation Program have been prepared in accordance with Section VIII above, both typed copies of such notices will be distributed to Community Committeemen who will personally interview all farmers for which notices have been prepared. The committeeman will explain the 1939 program to each farmer as it applies to his farm and discuss the information for the farm contained on the notice. Qualified persons other than Community Committeemen may be employed for making the farm interviews if authorized by the State Committee with the approval of the Regional Director.

With respect to allotment farms, the committeeman will discuss with the producer his allotment, usual acreages, and yields as determined by the County Committee and recorded on the notice for each farm. One copy of the notice will be left with the farmer. The committeeman will record on the second copy of the notice any request which the producer wishes to make for reconsideration by the County Committee of the allotment, usual acreages, and normal yields determined for his farm indicating as much information and data as possible on which the request is based.

For all farms, the committeeman will discuss with the farmer the soil-building practices which are most applicable to his farm and the amount which may be earned for each practice. A record of such intended practices will be made on the reverse side of the form.

Before a copy of the notice is returned to the county office, the Community Committeeman will sign the notice, obtain the producer's signature, and make any notations on the form or on a sheet attached thereto which will indicate his recommendations with respect to any changes to be made in the data for the farm or concerning any adjustments requested by the producer. One copy of all notices to producers will be returned to the county office by the Community Committeeman.

In counties where grants of aid are being furnished to farmers, the Community Committeeman will, at the time of interviews with farmers, obtain the producer's order for any desired material on ACP-64. Instructions with respect to this phase of the program will be issued separately.

SECTION X. - FINAL ADJUSTMENTS AND REVISED NOTICES

After the producer interviews have been held, the County Committee will consider all requests for adjustments made by producers with respect to allotments, usual acreages and yields. Any adjustments which are made will be recorded in column 14 and column 19 of Commodity Form-1939 (NER-313) in accordance with the instructions for making adjustments contained in the sections of this bulletin covering the various commodities. The total of all acreage allotments and usual acreages for any farm shall not exceed the acreage of cropland on the farm.

If at this time any acreage, yield or total possible soil-building payment figures for the farm are changed in any way, a revised Notice of 1939 Agricultural Conservation Program will be prepared and mailed to the producer. At the top of each such notice will be typed or plainly stamped the word "Revised". A check mark (✓) will also be inserted in column 21 of Commodity Form-1939 (NER-313) at the time any revisions are made and transferred to the revised notice.

Issued January 6, 1939 with the approval of the Administrator of the Agricultural Adjustment Administration.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

Issued July 24, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS FOR DETERMINATION OF USUAL ACREAGES, ACREAGE
ALLOTMENTS, NORMAL YIELDS, AND SOIL-BUILDING PAYMENTS

1939 AGRICULTURAL CONSERVATION PROGRAM - NORTHEAST REGION

Supplement (1)

I

Subsection B of section II of NER-311 is hereby amended by inserting at the end of the last sentence on page 3 the following:

In order that the county committee may determine the farms eligible for a potato allotment, include in the listing all farms for which potato allotments were established for 1938, and all other farms on which the acreage of potatoes was three or more in any one or more of the years 1936, 1937, or 1938. After a determination has been made as to which of such farms will not have a 1939 potato allotment, the 1936, 1937, and 1938 acreages of potatoes on such farms will be circled and will not be included in the totals of columns 3, 4, and 5. All such circled acreages will be classified as commercial vegetables, and should appear as a separate entry on the same line with other commercial vegetables on the Commodity Listing Sheet for commercial vegetables.

II

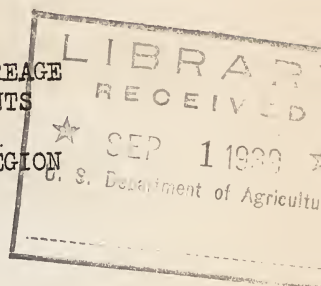
Subsection B of section IV of NER-311 is hereby amended by inserting after the last sentence on page 10 the following:

For farms for which no 1939 potato allotment is established, enter in columns 3 and 4 any acreages of potatoes as a separate entry on the same line with other commercial vegetables.

III

Subsection B of section IV of NER-311 is hereby amended also by inserting after the first sentence on page 11 the following:

For farms for which no 1939 potato allotment is established, enter in column 5 the acreage of potatoes as a separate entry on the same line as other commercial vegetables.



IV

Item 2, subsection A, section VIII of NER-311 is hereby amended by adding to and as a part of the last sentence of the second paragraph the following:

.....except for farms on which two or more crops for which a 1939 allotment is established are normally grown consecutively on the same land.

V

Section X of NER-311 is hereby amended by adding to and as a part of the last sentence of the first paragraph the following:

.....except for farms on which two or more crops for which a 1939 allotment is established are normally grown consecutively on the same land.

VI

The paragraph entitled "Column 10 - Average 1936-37 Acreage" of subsection B, section IV, of NER-311 is hereby amended by adding the following:

Include in this figure any acreage of commercial vegetables interplanted in orchards in 1936 and 1937.

VII

The third paragraph of Item 2, subsection A, section VIII, of NER-311 is hereby amended by adding the following:

In determining the acreage of cropland for payment and commercial orchard on farms where the commercial vegetable or other allotment is determined wholly or partially on the basis of the acreage of such crop interplanted in orchards, the vegetable or other ~~acreage~~ allotment, or that portion of it which was grown in the orchard, will be subtracted from the total area of the orchard and considered as cropland, while the balance of the orchard will be considered as orchard and not as cropland.

The net area of the orchard thus determined and the acreage of cropland in the orchard thus determined will be the acreage of orchard and acreage of cropland used in computing the 1938 largest possible soil-building payment for

the farm, irrespective of the acreage of crops interplanted in the orchard in 1939.

Issued on July 24, 1939, with the approval of the Administrator of the Agricultural Adjustment Administration.

Chas. D. Lewis,
Acting Director, Northeast Division,
Agricultural Adjustment Administration.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

INSTRUCTIONS FOR PREPARATION OF APPLICATIONS
AND DETERMINATION OF ELIGIBILITY FOR
1939 WHEAT PRICE-ADJUSTMENT PAYMENTS

MAR 31 1939

SEC. I. FARMS FOR WHICH A FORM ACP-90, "APPLICATION FOR WHEAT
PAYMENT-1939 PRICE-ADJUSTMENT PROGRAM", MAY BE FILED

Application for a price-adjustment payment with respect to wheat may be made on Form ACP-90, "Application for Wheat Payment - 1939 Price-Adjustment Program" (hereinafter referred to as Form ACP-90 or application), with respect to any farm (1) for which a wheat allotment is established under the 1939 Agricultural Conservation Program; (2) on which the acreage planted to wheat for harvest in 1939 is not in excess of such allotment; and (3) on which wheat was planted for harvest in 1938 or 1939, or the county committee determines that the failure to plant wheat for harvest in at least one of such years was due to flood or drought.

SEC. II. LAND TO BE INCLUDED UNDER A SINGLE APPLICATION

A single application for 1939 wheat price-adjustment payment shall cover neither more nor less than a farm as defined in NER-300, Section II, Subsection C, 1. Land considered as one farm in connection with the 1939 wheat price-adjustment program must be the same land as that which is included in a farm under the 1939 Agricultural Conservation Program.

If separately owned tracts are to be combined into one farm by filing a Form ACP-68, Revised, an ACP-86, or some similar form, such action must be taken before application is made for 1939 wheat price-adjustment payment in order that the same land may be regarded as a farm under both programs. Failure to combine separately owned tracts into one farm before application for the wheat price-adjustment payment will prohibit any such later combination under the 1939 Agricultural Conservation Program.

SEC. III. COMPLETION OF WHEAT PRICE-ADJUSTMENT REPORTS (NER-302):

A. In the case of farms on which a determination has already been made that the acreage planted to wheat as of December 15, 1938, was not in excess of the 1939 wheat acreage allotment established for the farm and for which the "final" certificate of the operator on Form NER-302 has been executed, no further report will need to be obtained before the wheat price-adjustment payment application is prepared.

B. In the case of each farm on which the planted acreage of wheat as of December 15, 1938, was in excess of the wheat acreage allotment established for the farm and on which such excess acreage was disposed

of prior to May 29, 1939, a revised Wheat Price-Adjustment Report (NER-302) will be prepared.

C. In the case of each farm on which the 1939 planted acreage of wheat for harvest in 1939 has not been determined, such determination will be made as of May 20, 1939, and reported on NER-302.

D. For all farms referred to in subsections B and C above, the Wheat Price-Adjustment Report will be prepared in accordance with instructions contained in NER-307, except that the 1939 wheat acreage shown in Column B of Section III will be that acreage of wheat on the farm May 20, 1939, which could mature and be harvested for hay or grain.

E. In the case of farms in connection with which a Form ACP-68, Revised, or ACP-86, or some similar form, is executed, the NER-302 should be made to cover the land combined into one farm in accordance with such form.

SEC. IV. PREPARATION OF APPLICATION FOR WHEAT PAYMENT-1939 PRICE-ADJUSTMENT PROGRAM (FORM ACP-90):

A. General

(1) After a Wheat Price-Adjustment Report (NER-302) has been obtained for each farm in accordance with Sec. III above, a Form ACP-90 will be prepared in the county office for each farm determined by the county committee to be eligible for a wheat price-adjustment payment. Applications for Wheat Payment-1939 Price-Adjustment Program (Form ACP-90) should be prepared and submitted immediately upon receipt of these instructions for all farms which, in accordance with Sec. I above, are then determined to be eligible to file a Form ACP-90, and for other farms at such time as determination is made as to their eligibility.

(2) The entries to be made by the county office before the application is submitted to applicants for signature will be confined to those spaces on the form indicated by dotted horizontal lines. All solid horizontal lines indicate that such spaces are reserved for use in Washington only.

(3) Each application will be prepared in quadruplicate, including an original white copy ACP-90 and three yellow copies. The original and first copy will be transmitted to the State Office, one copy will be given to the producer, and one copy retained in the county office files.

(4) All figures (acreage and percentage) shall be expressed to the nearest tenth; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered as a whole tenth.

(5) Any correction in data on Form ACP-90 shall be made by drawing a light line through the original entry and entering the correct data immediately above or to the left of the original entry. Any such correction shall be initialed by the committeeman whose signature appears in Sec. IV thereof. If such committeeman is not available to initial the correction, such correction may be initialed by any member of the county committee, provided the committeeman who initials such correction also affixes his signature in Sec. IV above the original signature.

B. Entries to be Made in Sec. I - Basic Data

(1) Item 1. Acreage Planted to Wheat

Enter here the total of Column B, Sec. III, NER-302, Wheat Price-Adjustment Report.

(2) Item 2. 1939 Wheat Acreage Allotment

Enter here the 1939 Wheat Acreage Allotment established for the farm as shown on Line 1, Sec. V, NER-302, Wheat Price-Adjustment Report.

(3) Item 3. Normal Wheat Yield per Acre

Enter here the 1939 normal wheat yield established for the farm in accordance with Sec. V, Subsection C, NER-311. This figure should be obtained from Column 19, NER-313, or from Section I of NER-309 or NER-309-A.

(4) Items 4 and 5.

Make no entry. Entries for these items will be computed and entered in Washington.

C. Entries to be Made in Sec. II. - Failure to Plant Wheat

(1) Item 1.

If any acreage of wheat was planted for harvest on the farm in 1939 and recorded in Item 1 of Sec. I of ACP-90, no entry need be made for Item 1 of this section.

If the Wheat Price-Adjustment Report (NER-302) shows that no acreage of wheat was planted on the farm for harvest in 1939, enter "yes" or "no", as the case may be, as determined by an inspection of Sec. III of NER-308 or Column 5 of NER-313.

(2) Item 2.

If no wheat was planted on the farm for harvest either in 1938 or 1939, enter here "yes" or "no", whichever is determined by the county committee to be correct as to whether such failure to plant wheat in at least one of these years was due to flood or drought.

D. Entries to be Made in Sec. III. - Representations and Application for Payment:

(1) Names and Addresses of Producers

Enter here, in the space provided, the name and address of each person who is entitled to receive a share of the wheat price-adjustment payment. This information should be obtained from Columns (a) and (c) of the Wheat Price-Adjustment Report (NER-302).

(2) Shares of Payment

Enter in the column headed "Share", the percentage share of the payment to which each applicant is entitled. Such percentage shares will be obtained from Sec. 1, Column (d), of NER-302. The sum of all such percentage shares must equal 100. Each person will share in the payment on the same basis as the county committee determines he is entitled to share as of the time of harvest in the proceeds of the wheat crop grown on the farm for harvest in 1939, unless a different division has been agreed upon as evidenced by an executed Form ACP-86 or some similar form (see Division of Payment-Section 5, of Bulletin P-1--Regulations Pertaining to the 1939 Price-Adjustment Program for Producers of Wheat...). If only one person is determined to be entitled to all of the payment, "100%" will be entered after such person's name.

(3) Signatures of Applicants

After all of the data as outlined above have been recorded on the application, the signature of each applicant should be obtained in the column provided on the same line on which his name appears.

If, for any reason, the signature of a person otherwise determined by the county committee to be eligible for a share in the payment can not be obtained, the reason for the failure of such person to sign should be written in the space provided for his signature, and such entry should be initialed by the county committeeman who signs in Sec. IV of the application. Payment may later be made to any such person if, within the time limit for accepting applications, he submits a supplemental application (Form ACP-90), properly executed by him and approved by the county committee.

The instructions contained in ACP-16 with reference to signatures and authorizations are applicable in the preparation of Form ACP-90.

In case of the death, disappearance, or incompetency of a producer who is otherwise determined to be eligible for a share of the payment, the name of the person(s) eligible to receive the payment which such producer would otherwise have received shall be determined in accordance with the provisions of Sec. 9 of P-1, entitled "Regulations Pertaining to the 1939 Price-Adjustment Program for Producers of Wheat....". In entering the name(s) of person(s) entitled to payment in accordance with the provisions of Sec. 9 of such Regulations, the following illustrative styles should be observed:

1. An executor of deceased producer, Richard Roe: John H. Doe, Executor of the Estate of Richard Roe, Deceased.
2. An administrator of deceased producer, Richard Roe: John H. Doe, Administrator of the Estate of Richard Roe, Deceased.
3. A guardian or committee of incompetent (or minor) Richard Roe: John H. Doe, Guardian (or Committee) of the Estate of Richard Roe, Incompetent (or Minor).
4. Surviving spouse of Richard Roe: Mrs. Kate Roe, Widow of Richard Roe, Deceased.
5. Surviving sons and daughters of Richard Roe, including surviving children of a deceased son or daughter of Richard Roe: Harry K. Roe, Mrs. A. E. Smith, John H. Roe, Jr., and Nellie Roe, All the Heirs of Richard Roe, Deceased.
6. Surviving mother or father of Richard Roe: Mrs. A. E. Roe, Sole Heir of Richard Roe, Deceased.
7. Surviving brothers and sisters of Richard Roe, including surviving children of a deceased brother or sister of Richard Roe: Harry K. Roe, Mrs. A. E. Smith, John H. Roe, Jr., and Nellie Roe, All the Heirs of Richard Roe, Deceased.
8. Trustees for heirs of Richard Roe: John H. Doe, Trustee of All the Heirs of Richard Roe, Deceased.
9. Spouse, for the benefit of incompetent producer, Richard Roe: Mrs. Kate Roe, Wife of and for the Benefit of Richard Roe, Incompetent.
10. Son or daughter for the benefit of incompetent producer, Richard Roe: Harry K. Roe, Son of and for the Benefit of Richard Roe, Incompetent.
11. Person authorized under State law to receive payment for incompetent producer, Richard Roe: John H. Doe, Superintendent of State Asylum for Insane, for the Benefit of Richard Roe, Incompetent.

SEC. V. CERTIFICATE OF COUNTY COMMITTEE

After all the necessary data, including the signatures of the applicants, have been recorded on the application and approved by the county committee, a member of the county committee will sign the certificate of the county committee, and the date of such signature will be recorded in the space provided. Before the application (Form ACP-90) is transmitted to the State office, each such form should be carefully checked to determine that:

- (1) All data have been correctly entered;
- (2) All corrections have been correctly initialed;
- (3) Each interested person has signed Form ACP-90 or there is a proper explanation as to why he has not done so; and
- (4) All signatures of interested persons are genuine and agree with their names as typed or printed on the application.

SEC. VI. TRANSMITTAL OF APPLICATIONS

A. Transmittal by County Offices to State Offices

When transmitting the original and first yellow copy of applications for payment to the State office, the county office will prepare in triplicate a transmittal sheet showing serial number and name of applicant for all applications transmitted in a single shipment.

The original should be forwarded to the State office with each shipment of applications, and the first copy should be mailed to that office in a separate envelope. For each shipment of applications, the State office will check the applications against those recorded on the transmittal sheet, and will return to the county office the first copy of the transmittal sheet showing thereon its receipt for the applications received.

B. Transmittal by State Offices to Washington

After applications have been carefully checked in the State office, they will be transmitted to the Washington office in the same manner as 1938 ACP Applications were submitted. ECR-NER Office Form No. 12 will be used as a transmittal sheet, and, in the space provided for entering "Kind of form", will be inserted "Form ACP-90".

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

Issued March 11, 1939

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1939 Agricultural Conservation Program

MAR 31 1939

FARM SECURITY ADMINISTRATION LOANS - 1939.

The Farm Security Administration will again this year make available in New York, New Jersey and Pennsylvania Agricultural Conservation Loans to farmers participating in the 1939 Agricultural Conservation Program for the purpose of purchasing materials to be used by such farmers in carrying out approved soil-building practices. We are informed that there will be sufficient funds within reasonable limits with which to take care of all applicants who may be certified as eligible for these loans. The procedure for making these loans will be as follows:

1. Types of Loans and Eligibility for each Type.

A. 85% Loans.

Eligibility for this type of loan will be the same as under the 1938 program, and the standard for eligibility for such loans will conform to the standards contained in NER-Adm-96. The amount of this type loan recommended by the county committee shall not exceed:

1. On allotment farms:

- a. 60 percent of the estimated maximum allotment payment plus 85 percent of the estimated largest possible soil-building payment; or
- b. 100 percent of the estimated cost of materials to be purchased in order to carry out the intended soil-building practices, whichever is smaller.

2. On non-allotment farms:

- a. 85 percent of the estimated largest possible soil-building payment; or
- b. 100 percent of the estimated cost of materials to be purchased in order to carry out the intended soil-building practices, whichever is smaller.

Acceptance of an application for a loan of this type in excess of \$200 is subject to the approval of the Regional Office of the Farm Security Administration, and applications for such loans in excess of \$200 should be accompanied by an additional statement signed by the county committee

justifying the amount of loan for which such application is made.

B. 100% Loans.

Farmers desiring to participate in the 1939 program who are themselves unable to finance any portion of the cost of purchasing the materials necessary to carry out approved soil-building practices may obtain a loan for 100% of the estimated cost of such materials provided such farmers are otherwise eligible in accordance with the standards referred to in NER-Adm-96. In such cases the amount loaned by the Farm Security Administration will not exceed \$200. Individuals who are potential or eligible clients for standard rehabilitation loans made by the Farm Security Administration will not be eligible for this type of loan. In connection with such loans there will also be required such additional security either in the form of crop mortgage orders, milk check assignments, or chattel mortgages as might be deemed necessary by the Farm Security Administration after examination of the loan application. This additional security will be required to secure the difference between the maximum loan described above as an 85% loan and the 100% of the estimated cost of purchasing the materials necessary for carrying out soil-building practices.

C. Farmers who receive through their county committees super-phosphate or lime as grants of aid in lieu of cash payment under the 1939 program will not be eligible for an Agricultural Conservation Loan from the Farm Security Administration. Farmers who received an Agricultural Conservation Loan from the Farm Security Administration in either or both of the years 1937 or 1938 and whose payments under the 1937 or 1938 programs were insufficient to repay such loans, will not be eligible for a loan from the Farm Security Administration in order to participate in the 1939 Program unless such farmers have made arrangements satisfactory to the Farm Security Administration with respect to the unpaid balance of any of such loans.

II. Forms to be Executed in Connection with Farm Security Administration Loans.

A. ACP-72 - Farm Security Administration Loan Report.

The county committee or its designated representative will fill out form ACP-72, "Farm Security Administration Loan Report". In the margin at the top of the form there will be indicated the phrase "85% loan" or the phrase "100% loan" whichever is applicable. It will not be necessary to show the soil-building goal in units in the space provided. In computing the maximum total payment which the farmer can earn under the program, it will be permissible to take into consideration the amount of the small payment increase in accordance with Section XI of NER-300.

In the space provided at the end of the county committee's certification and recommendation for showing the amount of the loan recommended, there will be entered the amount of the loan recommended by the county committee, which in the case of an 85% loan shall not exceed the maximum amount determined in accordance with Section I, A, above, and in the case of the 100% loan shall not exceed the total estimated total cost of purchasing materials required for carrying out soil-building practices listed on the form, but in no event shall exceed \$200 in the case of such 100% loans.

See instructions at the bottom of Form ACP-72 for the number of copies to be prepared.

B. Farm Security Administration Forms.

RA-FI-5 - "Public Voucher"

RA-RR-15 - "Loan Agreement and Request for Funds."

RI-LE-49 - "Demand Note".

(For Pennsylvania Form RI-LE-49.36 "Demand Bond" will be used instead of the note.)

FSA-RR-14 - "Farm and Home Management Plan."

Form FSA-RR-14 should be included in the loan docket only in connection with 100% loans.

Execute Parts I, II and IV only in accordance with sample in "John Doe" docket.

Each county office should obtain from the local RR supervisor in the county, a "John Doe" docket which will contain a copy of each of these forms properly filled out for a hypothetical case.

III. Responsibility of County Committees.

In 1937 and 1938, it was understood that the local RR supervisor would not only be responsible for delivering the loan checks to farmers, but also for following up the loan check with such personal contacts with the farmers as were required to advise with them with respect to actually purchasing the materials and participating in the program. In 1939, however, it will be the responsibility of our county committees to not only receive farmers' applications for loans, prepare all forms for the loan dockets, but also to take whatever steps are deemed expedient in order that farmers will be encouraged to make proper use of the proceeds of the loans.

After the loan docket is prepared it will be submitted to the local RR supervisor who will initial the forms and transmit the docket to the Region One Office of the Farm Security Administration for audit of the loan application and issuance of the loan check. The loan checks will be forwarded by the Treasury Department direct to the local RR supervisor. Upon receipt of the loan check, such supervisor will inform the county office that the loan check has been received by him, but he will not deliver the check to the farmer until he is so advised by the county committee.

County committees should not infer either from the certification which they make on ACP-72 or from these instructions that they are guaranteeing in any way the repayment of this loan. Neither will they guarantee that farmers who obtain loans will comply with the provisions of the program as indicated on ACP-72. However, county committees should utilize every reasonable precaution within their means to recommend loans for farmers who actually will utilize the proceeds of the loan in a constructive manner under the program.

IV. Repayment of Loans.

In previous programs, loans made by Farm Security Administration to our participating farmers have been repaid by means of a joint payee check issued to the farmer and the Farm Security Administration. This procedure will not be followed with respect to loans made in connection with the 1939 program. This year when the local RR supervisor delivers the loan check to the farm, he will request the farmer to execute Form AAA-372 "Producer's Request for Set-Off". The amount which the producer will request to be set off will be 100% of his 1939 payment, or 105% of the amount of his loan, whichever is smaller. The 105%, however, will be stated in terms of dollars and will be determined by the local RR supervisor acting under instructions issued by Region One of the Farm Security Administration. The set-off form requires that the serial number be shown. Consequently, it will be necessary for the RR supervisor to have a record of the ACP farm serial numbers for the farmers who receive loans. He should keep this record as the loan dockets pass through his office for approval and transmittal to Washington. After the farmer has executed Form AAA-372, the RR supervisor will obtain the certification of the county committee on this form. This certification merely is an identification of the producer.

These set-off forms will be transmitted to the Examining Section by the Farm Security Administration and will be entered by that section on the Register of Indebtedness so that the payment may be set-off in order to liquidate the loan, when the application for payment comes in from the farmer. If the amount set-off in favor of the Farm Security Administration is more than the amount of the loan plus interest (5% per annum) the Farm Security Administration will remit any such balance to the farmer.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Region

PROCEDURE FOR DETERMINATION OF FARM
AND DIVISION OF PAYMENTSECTION I. General

This procedure refers to determinations to be made by County Committees in connection with the definition of a farm and provisions for the division of the payment among the landlords, tenants, and sharecroppers on the farm, both in accordance with NER-300, Supplement (1).

The determinations made by County Committees with respect to the combination of separately owned tracts of land into one farm in counties concerned with 1939 wheat price-adjustment payments will apply both to the division of the 1939 Agricultural Conservation Program payments and the 1939 price-adjustment payments.

SECTION II. Requirements for Combining Separately Owned
Tracts of Land into One Farm

As provided in the definition of a farm (NER-300, Supplement (1)):

- (1) All adjacent or nearby farm land under the same ownership and operated by one person shall be regarded as a part of the same farm; and
- (2) Separately owned tracts of land shall be combined into one farm if the County Committee determines that such tracts are adjacent or nearby and are operated by the same person as a part of the same unit with respect to the rotation of crops and with work stock, farm machinery, and labor substantially separate from that of any other land; and
- (3) A farm will also include any field rented tract (whether operated by the same or another person), which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.

SECTION III. Form ACP-95, "Combination Farm Share Agreement"A. Purpose of Form ACP-95

Form ACP-95 has been provided for use in the Northeast Region in connection with the 1939 Agricultural Conservation Program

and the 1939 Wheat Price-Adjustment Program for the following purposes:

- (1) To provide a record of the agreement by landlords, tenants, and sharecroppers as to the land to be regarded as one farm.
- (2) To provide for a division of payment, by signed agreement, which fairly reflects the contribution of each person to performance on the farm, in cases where the division of payment otherwise determined would be inequitable to one or more of the producers having an interest in the farm.
- (3) To place on record the tracts of land the combination of which into one farm is approved by the County Committee.

Form ACP-95 should be used in place of Forms ACP-68, Revised, and ACP-86 previously distributed for use in connection with the combination of separately owned tracts of land. If Form ACP-68, Revised, or ACP-86 has been executed for a farm, it is not necessary to execute Form ACP-95 for the same farm.

Form ACP-95 should be executed in all cases where:

- (1) Tracts of land (other than cash rented tracts) owned by different persons are to be combined into one farm;

and may be used for record purposes where:

- (2) Separately owned cash rented tracts are to be combined into one farm.

Failure of landlords, tenants, and sharecroppers interested in the tracts to be combined to sign the agreement will not, however, prevent combinations into one farm if the County Committee determines that such combination should be made, in accordance with Section II above.

B. Preparation of Form ACP-95

- (1) Enter state and county code and farm number in the space provided.
- (2) Enter "1939" as the crop year for which the agreement is effective.
- (3) Enter in Section II, Column (b), the names of persons who, as landlords, tenants, or sharecroppers, are entitled to share in the proceeds of any crop on any of

the tracts to be combined under the agreement. Signatures of all such persons should be obtained, except where combination of separate tracts is being made upon determination of the County Committee without the agreement of such persons.

- (4) Enter in Section II, Column (a), for identification, the farm number of each tract to be combined under the agreement.
- (5) Enter in Section II as headings of Columns (c), (d), and (e) the words "Tobacco", "Potatoes", "Wheat", or "Commercial Vegetables", whichever are applicable with respect to crops grown on the land to be combined and for which allotments are established.

Enter opposite the name of each person, in the proper columns ((c), (d), or (e)), the percentage shares agreed upon by such persons, or, in the absence of such agreement, the percentage shares which are determined by the County Committee to reflect each person's share in the proceeds of the crops on the farm for which payments or deductions are computed.

(6) Certification of County Committee

Before the agreement is approved by the County Committee, a careful inspection should be made to determine that:

- (a) The sum of the percentage shares, if any, shown in Columns (c), (d), or (e) respectively equals 100.0 percent.
- (b) The signatures of all persons entitled to share in the crops have been obtained or a determination made to combine the land into one farm without agreement of such persons. If signatures of all landlords, tenants, and sharecroppers entitled to share in the proceeds of the crops are not obtained, the division of payment must be on the basis of each such person's right to share in the proceeds of the crops.
- (c) The form is otherwise prepared in accordance with these instructions and with provisions of NER-300 with respect to the definition of a farm and division of payments.

If the County Committee is satisfied that the above conditions have been met, a member of the Committee will sign the certification on behalf of the Committee.

7. Number of Copies

A sufficient number of copies should be prepared to provide a copy for each person entitled to share in the payment or deduction for the farm. The original copy in each case should be retained in the County Office files.

A. W. Manchester

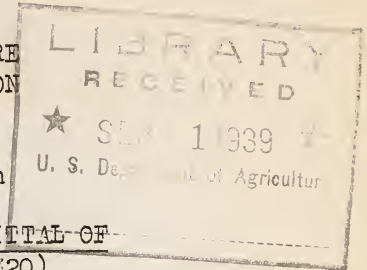
A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

Issued August 21, 1939.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Region

1939 Agricultural Conservation Program



COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF
1939 APPLICATIONS FOR PAYMENT (NER - 320)

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Region

1939 Agricultural Conservation Program

COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF
1939 APPLICATIONS FOR PAYMENT (NER-320)

Section I. Use of Form

A. Farms for which to be used. An application for payment (executed on NER-320) with respect to a farm may be made by any person for whom a share in the payment with respect to the farm may be computed, and (1) who at the time of harvest is entitled to share in the crops grown on the farm under a lease or operating agreement, or (2) who is owner or operator of such farm and participates thereon in 1939 in carrying out approved soil-building practices. However, an NER-320 will not be filed with respect to a farm under the following conditions:

1. If no materials were furnished as grants for aid for use under the 1939 Program, and it is obvious from the report of performance that there will be no payment for the farm, and if none of the persons sharing in the crops grown on the farm in 1939 is entitled to share in the payment for any other farm.
2. If the maximum quantity (according to Tables I and II in Pennsylvania or Table I in other States) of materials was furnished as grants of aid for use under the 1939 Program; provided (a) the county committee has made no determination that such materials were used in a manner which is not in substantial accord with the agreement under which such materials were furnished, and (b) no acreage allotments or usual acreages are applicable to the farm and no deductions have been incurred by reason of the acreage of tobacco, potatoes, wheat, or commercial vegetables grown on the farm in 1939.
3. If less than the maximum quantity (according to Tables I and II in Pennsylvania or Table I in other States) of materials was furnished as grants or aid for use under the 1939 Program and no soil-building practices, other than those with respect to which such materials were used, were carried out under the 1939 Program; provided (a) the county committee has made no determination that such materials were used in a manner which is not in accord with the agreement under which such materials were furnished, and (b) no acreage allotments or usual acreages are applicable to the farm and no deductions have been incurred by reason of the acreage of tobacco, potatoes, wheat, or commercial vegetables grown on the farm in 1939.

Even though no applications for payment are prepared and submitted for the farms described in paragraphs 1, 2, and 3 above, the report of performance for such farms will be transmitted to the State office for purposes of audit and taking statistics.

B. Land to be included under a single application. A single application for payment shall cover neither more nor less than a farm as defined in bulletin NER-300, Subsection C of Section II, as amended by Supplement (1).

C. Preparation of applications. Each application for payment will be prepared in the county office after the farm checker has completed and turned in to the office the report of performance for the farm. After the application is prepared, it will be submitted for their signatures to the persons who are entitled to share in the payment for the farm.

D. Number of copies to be prepared. Each application will be prepared in quadruplicate, including the original white copy (NER-320) to be signed by applicants, and three additional copies (NER-320a). The original (NER-320) and first (yellow) copy will be transmitted to the State office; and second (blue) copy will be retained in the county office files; and the third (pink) copy may be retained by the applicant.

Section II. Entries to be made by the County Office.

Entries to be made by the county office on Form NER-320 are indicated on the form by dotted horizontal lines. All spaces left blank other than blank spaces on line 3 of Section III will be regarded as "zero" entries. All solid horizontal lines indicate spaces to be used only in Washington.

A. State and county code and serial number. Enter in the space provided in the upper right-hand corner the State and county code and farm serial number used in 1939 to designate the farm covered by the application.

B. Entries for Section III- Payments in connection with soil-depleting crops. Section III will be used for recording yield and acreage data in connection with crops for which a payment or deduction may be computed. In all cases where there is an acreage allotment or usual acreage shown on line 2 there must also be an entry on line 3 for that particular commodity. For example, if a potato allotment for the farm shown on line 2 of column (d) is "6.0" and the 1939 acreage of potatoes on the farm is zero, the figure "0" must be shown on line 3 of column (D). The entries to be made in Section III and the sources from which such entries will be obtained are as follows:

<u>Entry</u>	<u>Source of Entry</u>
1. Tobacco - Column (B):	
<u>Line 1, Yield.</u> Enter the 1939 normal yield for tobacco established for the farm.	Line 1, column (C), Section XI, NER-322.
<u>Line 2, Acreage Allotment.</u> Enter here the 1939 tobacco acreage allotment established for the farm.	Line 1, column (D), Section XI, NER-322.
<u>Line 3, 1939 Acreage.</u> Enter here for all farms the acreage of tobacco harvested in 1939. If there is a tobacco allotment established for the farm and consequently an entry on line 2, column (B), and the 1939 harvested acreage of tobacco is zero, enter the figure "0" on line 3, column (B).	Line 1, column (A), Section XI, NER-322; or Section VII, NER-323.
2. <u>Wheat - Column (C).</u>	
<u>Line 1, Yield.</u> Enter here for all wheat allotment farms the 1939 normal wheat yield established for the farm.	Line 2 or 6, column (C), Section XI, NER-322 (whichever is applicable, depending on whether the farm is an allotment or a non-allotment wheat farm).
Enter yield on non-allotment farms in <u>New York</u> and <u>Pennsylvania</u> only if the acreage harvested is more than 8 acres; and in <u>New Jersey</u> and <u>Maine</u> only in case the harvested acreage is more than 8 acres or more than the usual acreage on farms for which a usual acreage is established.	
<u>Line 2, Acreage Allotment.</u> In <u>New York</u> and <u>Pennsylvania</u> , enter here the wheat allotment established for the farm.	Line 2, column (D), Section XI, NER-322.
In <u>New Jersey</u> and <u>Maine</u> , enter here the 1939 wheat acreage allotment or the usual wheat acreage established for the farm, whichever is applicable. If the entry is wheat acreage allotment, it should be so designated by entering the symbol "(a)" immediately preceding the acreage figure.	Line 2, column (D), if a wheat allotment farm; line 6, column (D), if a usual acreage of wheat is established for the farm; Section XI, NER-322.
<u>Line 3, 1939 Acreage.</u> For wheat allotment farms, enter here the 1939 acreage of wheat planted on the farm. If the planted acreage of wheat is zero enter the figure "0" on line 3, column (C).	Line 2, column (A), Section XI, NER-322.

Entry

Source of Entry

For non-allotment wheat farms, in New York, New Jersey, Pennsylvania, and Maine, enter here the 1939 harvested acreage of wheat on the farm.

Line 6, column (A),
Section XI, NER-322;
or Section VII, NER-323.

3. Potatoes - Column (D):

Line 1, Yield. Enter here the 1939 normal potato yield established for the farm.

Line 3, column (C),
Section XI, NER-322.

Line 2, Acreage Allotment. Enter here the 1939 potato acreage allotment established for the farm.

Line 3, column (D),
Section XI, NER-322

Line 3, 1939 Acreage. Enter here for all farms the 1939 planted acreage of potatoes. If there is a potato allotment established for the farm and consequently an entry on line 2, column (D) and the 1939 planted acreage of potatoes is zero, enter the figure "0" on line 3, column (D). (In Vermont, New Hampshire, and Maine except Cumberland County, the entry for non-allotment potato farms will be the acreage of potatoes planted for market.)

Line 3, column (A),
Section XI, NER-322;
or Section VII, NER-323.

4. Commercial Vegetables - Column (E):

Line 2, Acreage Allotment. Enter here the 1939 commercial vegetable acreage allotment established for the farm.

Line 5, column (D),
Section XI, NER-322.

Line 3, 1939 Acreage. In commercial vegetable areas only, enter here the 1939 planted acreage of commercial vegetables. If there is a commercial vegetable allotment established for the farm and consequently an entry on line 2, column (E) and the 1939 planted acreage of commercial vegetables is zero, enter the figure "0" on line 3, column (E).

Line 5, column (A),
Section XI, NER-322;
or Section VII, NER-323.

5. Corn for Grain - Column (F):

Line 2, Usual Acreage. Enter here the usual acreage of corn for grain established for 1939.

Line 7, column (D),
Section XI, NER-322.

<u>Entry</u>	<u>Source of Entry</u>
Line 3, 1939 Acreage. For farms with tobacco, potato, or wheat acreage allotments only, enter here the 1939 acreage of corn harvested for grain.	Line 7, column (A), Section XI, NER-322.

C. Entries for Section IV - Payments in connection with soil-building practices. The entries to be made in Section IV and the sources from which such entries will be obtained are as follows:

<u>Entry</u>	<u>Source of Entry</u>
Column (G) - Practice Numbers. Enter in this column on lines 1 to 6, inclusive, the number of each soil-building practice (other than woodland rehabilitation practice) carried out on the farm and approved by the county committee.	Column heading of columns (A) to (F), inclusive, Section XII, NER-322; or column headings of Section X, NER-323.
Column (H) - Practice Units. Enter in this column on lines 1 to 6, inclusive, the number of units of each practice (other than woodland rehabilitation practice) carried out and approved by the county committee for payment.	Line 10, columns (A) to (F), inclusive, Section XII, NER-322; or totals of columns in Section X, NER-323.

Enter on line 7 of column (H) the total units of soil-building practices carried out as reported on lines 1 to 6, inclusive.

Line 8, column (H) - Woodland Rehabilitation Practice	Column (J), Section X, of NER-322; or column (F), Section VIII, of NER-323.
Enter on this line the number of acres of the woodland rehabilitation practice carried out on the farm and approved for payment by the county committee.	

Line 1, column (J) - Total Cropland. Enter here the total acreage of cropland on the farm, in 1939.	Line 9, immediately after word "Total", Section XI, NER-322; or line 1, column (B), Section V, NER-323.
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Line 4, column (J) - Commercial Orchards. Enter here the acreage of commercial orchards on the farm January 1, 1939.	Line 11, column (D), Section XI, NER-322; or line 3, column (B), Section V, NER-323.
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<u>Entry</u>	<u>Source of Entry</u>
<u>Line 5, column (J) - Eligible Fenced Non-Crop Open Pasture.</u> Enter here the acreage if fenced, non-crop, open pasture eligible for payment.	Line 10, column (D) Section XI, NER-322 or line 2, column (B), Section V, NER-323.

D. Entries for Section V- Signatures.

Lines 12, 13, 14, 18, 19, and 20 - Names and addresses of applicants. Enter on lines 12, 13, and 14, in the case of applications on which there is only one applicant for payment, and also on lines 18, 19, and 20, in the case of applications on which there are two applicants for payment, the name and address of each person entitled to share in the payment for the farm as shown in Section I of NER-322 or NER-323.

In the event there are more than two persons sharing in the payment for the farm, attach an additional copy of NER-320 to the original and enter thereon the county code and farm serial number, the names and addresses of such additional applicants, and applicable data in Sections V and VI. On such additional copies, it is not necessary to enter any data in Sections III and IV.

In connection with addresses, care should be exercised to make sure that they are the correct and complete mail addresses of the applicants and that the name of the State is shown in every case.

Lines 11 and 17 - Signatures. After all of the data applicable to the farm have been entered, the signature(s) of the applicant(s) should be obtained on lines 11 and 17 immediately above the typed name(s). Signatures of applicants are required on the original copy only.

If for any reason the signature of a person who otherwise would share in the payment cannot be obtained, a statement as to the reason for his failure to sign should be made in the space provided at the bottom of the sheet for "Additional Committee Determinations". For example: "John Smith refused to sign", or "John Smith cannot be located". However, no payment will be made to any such person until he does sign an application for payment. With respect to applications on which there are two or more applicants, this procedure will permit payment to be made to the persons who have signed the application, even though the signature of one or more of the other applicants cannot be obtained.

Lines 15 and 21 - Witnesses. A witness to the signature of an applicant

is required only in case such signature is printed or made by mark. In such event, the signature of the witness should be obtained on line 15 or 21 immediately below the address of the applicant whose signature is being witnessed.

E. Applicants signing in a representative or a fiduciary capacity.

In case an application is signed by a person who is acting in a representative or fiduciary capacity, his title, such as "Administrator", "Executor", "Guardian", "Agent", or "Attorney-in-Fact", should appear as part of the signature. (See illustrations below.) The county committee must determine that such person is properly authorized to so sign. If the county committee does not have knowledge of the fact that such person is properly authorized to sign in such capacity, it must require the presentation of documentary proof of authority. The execution of Section VII of the application shall constitute a certification on behalf of the committee that the person who signs the application in a representative or fiduciary capacity possesses the necessary authority to so sign, and therefore the documentary proof, after it has served the committee's purpose, may be returned to the applicant or retained in the county files. It should not be sent to the State office.

Refer to ACP-16, Signatures and Authorizations, issued in connection with the 1936 Agricultural Conservation Program, for a detailed explanation with respect to the form of signatures and the type of documentary authority which should be accepted in the case of a person signing in a representative or fiduciary capacity.

F. Acceptable signatures.

1. All signatures must be in the original.
2. Printed signatures or signatures made by mark must be witnessed.
3. The signature as subscribed must be at least as complete as the typed name.

Listed below are illustrations of typed names and acceptable signatures.

<u>Tyed Name</u>	<u>Acceptable Signature</u>
<u>Individual</u>	
J. H. Doe	J. H. Doe John H. Doe J. Henry Doe John Henry Doe
John H. Doe	John H. Doe John Henry Doe
J. Henry Doe	J. Henry Doe John Henry Doe
John Henry Doe	John Henry Doe
<u>Married Woman</u>	
Mrs. R. N. Farley	Mrs. R. N. Farley Mrs. Richard N. Farley Mrs. R. Nelson Farley Mrs. Richard Nelson Farley
Mrs. Richard N. Farley	Mrs. Richard N. Farley Mrs. Richard Nelson Farley
Mrs. R. Nelson Farley	Mrs. R. Nelson Farley Mrs. Richard Nelson Farley
Mrs. Richard Nelson Farley	Mrs. Richard Nelson Farley
Mrs. Elizabeth A. Farley	Mrs. Elizabeth A. Farley Mrs. Elizabeth Agnes Farley
Mrs. E. Agnes Farley	Mrs. E. Agnes Farley Mrs. Elizabeth Agnes Farley
Mrs. Elizabeth Agnes Farley	Mrs. Elizabeth Agnes Farley

NOTE: Where the typed name and the signature indicate a given (first) feminine name, the title "Mrs." may be omitted from both the typed name and the signature, but where the title "Mrs." is included in the typed name, it must be included in the signature.

Typed Name

Acceptable Signature

Agent

John Doe

John Doe by Richard Roe, Agent
Richard Roe, Agent for John Doe

Richard Roe, Agent for
John Doe

Richard Roe, Agent for John Doe
John Doe by Richard Roe, Agent

Partnership

Brown Brothers

Brown Brothers by Joe Brown,
a Partner
Brown Brothers by J. Brown, Agent

John Brown & Sons

John Brown and Sons by John
Brown, a Partner

John Brown and Sons by Joe
Brown, Agent

John Brown & Harry Brown,
a Partnership

John Brown and Harry Brown by
John Brown, a Partner
John Brown and Harry Brown, by
Harry Brown, a Partner
John Brown and Harry Brown by
Joe Brown, a Partner
John Brown and Harry Brown by
Richard Jones, Agent

Executor of a Will

Richard Roe, Executor of the
Estate of John Doe, Dec'd.

Richard Roe, Executor of the
Estate of John Doe, Dec'd.
The Estate of John Doe by
Richard Roe, Executor.

John Doe Estate

The Estate of John Doe by
Richard Roe, Executor.
Richard Roe, Executor of the
Estate of John Doe, Dec'd.
Richard Roe, Executor of the
Last Will and Testament
of John Doe, Dec'd.

The Estate of John Doe

The Estate of John Doe by
Richard Roe, Executor.
Richard Roe, Executor of the
Estate of John Doe, Dec'd.

Administrator of an Estate

<u>Typed Name</u>	<u>Acceptable Signature</u>
Richard Roe, Administrator of the Estate of John Doe, Dec'd.	Richard Roe, Administrator of the Estate of John Doe, Dec'd. John Doe Estate by Richard Roe, Administrator.
John Doe Estate	John Doe Estate by Richard Roe, Administrator. Richard Roe, Administrator of the Estate of John Doe, Dec'd.
The Estate of John Doe	John Doe Estate by Richard Roe, Administrator. Richard Roe, Administrator of the Estate of John Doe, Dec'd.

Agent for the Heirs of an Estate

Heirs of John Doe, Dec'd.	Heirs of John Doe, Dec'd., by Richard Roe, Agent Richard Roe, Agent for the heirs of John Doe, Dec'd.
Heirs of the Estate of John Doe, Dec'd.	Richard Roe, Agent for the heirs of John Doe, Dec'd.
Richard Roe, Agent for the heirs of John Doe, Dec'd.	Richard Roe, Agent for the heirs of John Doe, Dec'd. Heirs of John Doe, Dec'd., by Richard Roe, Agent
Richard Roe, Agent for the heirs of John Doe Estate	Richard Roe, Agent for the heirs of John Doe Estate
William Roe and Mary Roe	William Roe and Mary Roe, heirs of Richard Roe, Dec'd. by John Doe, Agent

Trustee for the Heirs of an Estate

Heirs of John Doe, Dec'd.	Heirs of John Doe, Dec'd., by Richard Roe, Trustee Richard Roe, Trustee for the heirs of John Doe, Dec'd.
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<u>Typed Name</u>	<u>Acceptable Signature</u>
Heirs of the Estate of John Doe, Dec'd.	Heirs of John Doe, Dec'd., by Richard Roe, Trustee Richard Roe, Trustee for the heirs of John Doe, Dec'd.
Richard Roe, Trustee for the heirs of John Doe, Dec'd.	Richard Roe, Trustee for the heirs of John Doe, Dec'd. Heirs of John Doe, Dec'd., by Richard Roe, Trustee

Guardian

John Doe, a Minor	John Doe by Richard Roe, Guardian Richard Roe, Guardian of John Doe, a Minor
Richard Roe, Guardian of John Doe, a Minor	Richard Roe, Guardian of John Doe, a Minor John Doe, a Minor, by Richard Roe, Guardian
John Doe, Incompetent	John Doe, Incompetent, by Richard Roe, Guardian Richard Roe, Guardian of John Doe, Incompetent
Richard Roe, Guardian of John Doe, Incompetent	Richard Roe, Guardian of John Doe, Incompetent John Doe, Incompetent, by Richard Roe, Guardian

Committee

John Doe, Incompetent	John Doe, Incompetent by Richard Roe, Committee Richard Roe, Committee of John Doe, Incompetent
Richard Roe, Committee of John Doe, Incompetent	Richard Roe, Committee of John Doe, Incompetent John Doe, Incompetent, by Richard Roe, Committee

Company (Corporation)

Bee Company, Inc.	Bee Company, Inc., by John Doe, President (or other authorized officer) Bee Company, Inc., by John Doe, Agent
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<u>Typed Name</u>	<u>Acceptable Signature</u>
<u>Receiver</u>	
Bee Company, Inc.	Bee Company, Inc., by Richard Roe, Receiver Richard Roe, Receiver of Bee Company, Inc.
Richard Roe, Receiver of Bee Company, Inc.	Richard Roe, Receiver of Bee Company, Inc. Bee Company, Inc., by Richard Roe, Receiver
<u>Liquidator</u>	
Richard Roe, Liquidator of Bee Company, Inc.	Richard Roe, Liquidator of Bee Company, Inc. Bee Company, Inc., by Richard Roe, Liquidator
Bee Company, Inc.	Bee Company, Inc., by Richard Roe, Liquidator Richard Roe, Liquidator of Bee Company, Inc.
<u>Sole Proprietor Operating Under a Trade Name</u>	
John Doe, Sole Proprietor of XYZ Company	John Doe, Sole Proprietor of XYZ Company John H. Doe, Sole Proprietor of XYZ Company John Henry Doe, Sole Proprietor of XYZ Company XYZ Company of John Doe, Sole Proprietor
XYZ Company	XYZ Company by John Doe, Sole Proprietor John Doe, Sole Proprietor of XYZ Company
<u>Banks</u>	
First National Bank	First National Bank, by (any Executive Officer, or Agent, with title in- dicated)

G. Entries for Section VI - Division of Payments.

1. Assignments. If, in accordance with ACP-70, as amended, an assignment has been executed by the applicant whose name appears either on line 12 or line 18 of Section V, the name and address of the assignee, as shown in Section I of ACP-69, will be entered on lines 10 and 11 or lines 16 and 17, as the case may be, of this Section VI. There will be entered in the space provided immediately following the name and address of the assignee the amount of the unpaid balance of any such assignment, as shown in Section II of Form ACP-69. If the applicant has executed no assignment of his payment on Form ACP-69, or if he has filed an assignment but Section III of Form ACP-69 has been correctly executed, there will be no entry with respect to assignments in Section VI of the application for payment.

Prior to submission of any applications for payment, the county office should prepare an original and two copies of a list of unpaid assignments. This list should show (1) the serial number of the application on which the name of the assignee appears, (2) the name of the assignee, (3) the name of the assignor, and (4) the amount of the unpaid balance. This list should be signed by a member of the county committee. One copy should be retained in the county file and the original and one copy forwarded to the State office. The State office will forward the original to the Examining Section at Washington, D. C. Forms ACP-69 are not to be forwarded with the application to the State office but will be retained in the county files.

2. Debts due the United States.

(a) County Register of Indebtedness. If not already available in the county office, each such office will be supplied from the State office with a copy of Form No. C-1110, "Register of Indebtedness", and from time to time with copies of Form C-1110, Supplement A, "Notice of Revision- Register of Indebtedness". In place of the above forms, the State office may furnish county offices with a State form which will carry the essential data taken from Form C-1110 and Form C-1110, Supplement A. In any event, whichever forms are used, the county office will maintain such forms as a "County Register of Indebtedness" so that the county office will have available at all times an up-to-date record of the farmers in its county who are indebted to the United States. This register will include, however, only those debts which are authorized to be set off and are listed on Form No. C-1110 or Form No. C-1110, Supplement A, as released by the Examining Section. The essential information which these forms will show is (1) the name of the person who owes the money, (2) the name of the Federal agency to which the money is owed, and (3) the amount owed.

(b) Voluntary requests for set off. Under applicable regulations issued by the Secretary of Agriculture, any producer who owes a

Federal agency, other than the Agricultural Adjustment Administration, may request the Secretary of Agriculture to set off in whole or in part his payment earned under an Agricultural Adjustment Administration program, and thus wholly or partially liquidate his debt to such other agency. These are known as voluntary requests for set-off and must be executed on Form AAA-372. All Forms AAA-372 will be filed in the office of the county committee and will remain in the files of such committee. The county office will stamp or indicate in ink on each Form AAA-372 the date on which it was received in the county office. The county committee will not accept an executed Form AAA-372 for filing if the producer has previously executed an assignment on Form ACP-69.

Prior to the submission of any applications for payment, the county office should prepare in duplicate a list of persons who have executed a Form AAA-372. Such a list should show (1) the serial number of the application on which the name of such person will appear, (2) the name of the person, (3) the name of the Federal agency in whose favor the set-off is requested, and (4) the amount of money requested to be set off.

The original of such a list should be transmitted to the State office and the copy retained in the county office files. Supplemental lists should be prepared and submitted, showing the same data for all Forms AAA-372 executed after submission of original lists.

Accordingly, the county committee will not accept an executed ACP-69 if the producer has previously executed a Form AAA-372. All Forms AAA-372 now filed in connection with the 1939 Program with the Examining Section in Washington will be forwarded to county offices and will be considered by the county committee as filed in their office on the date they were received in the Examining Section, which date will have been stamped or otherwise indicated on the form.

(c) Entries in Section VI in connection with debts due the United States. Each application filed by an applicant under the 1939 Program will be checked against the County Register of Indebtedness, and if it is thus determined that the applicant's name appears on such register, there will be entered in Section VI of NER-320 on lines 10 and 11, or 16 and 17, the name of the agency to which the debt is owed and the amount of the debt. This entry will be made in the following manner:

"Due _____ (agency) \$ _____"

If the applicant is shown on the register as owing more than one debt, a separate entry will be thus made in Section VI for each debt. If, in such cases, sufficient space is not available in Section VI, this data should be entered in Section VII.

If a Form AAA-372 has been filed with the committee for an applicant and no assignment was executed by such applicant prior to the date such AAA-372 was filed, there will be entered in Section VI the name of the agency in whose favor the AAA-372 was executed and the amount of payment the producer requested to be set off. For example, if the producer requested \$50.00 from his payment to be paid to the Farm Security Administration, the entry in Section VI would be:

"AAA-372 - Farm Security Administration, \$50.00"

3. Division of Payments.

Lines 14 and 20, column (B) - Division of tobacco payment.

Enter on lines 14 and 20 in column (B) for each applicant whose name appears in Section V his percentage share of the tobacco payment for the farm as shown in column (A), Section II, of NER-322, or in the margin of Section I of NER-323. The total of such percentage shares must equal 100.

Lines 14 and 20, column (C) - Division of wheat payment.

Enter on lines 14 and 20 in column (C) for each applicant whose name appears in Section V his percentage share of the wheat payment for the farm as shown in column (C), Section II, of NER-322, or in the margin of Section I of NER-323. The total of such percentage shares must equal 100.

Lines 14 and 20, column (D) - Division of potato payment.

Enter on lines 14 and 20 in column (D) for each applicant whose name appears in Section V his percentage share of the potato payment for the farm as shown in column (B), Section II, of NER-322, or in the margin of Section I of NER-323. The total of such percentage shares must equal 100.

Lines 14 and 20, column (E) - Division of commercial vegetable payment. Enter on lines 14 and 20 in column (E) for each applicant whose name appears in Section V his percentage share of the commercial vegetable payment for the farm as shown in column (D), Section II, of NER-322, or in the margin of Section I of NER-323. The total of such percentage shares must equal 100.

Lines 14 and 20, column (H) - Division of soil-building payment. Enter on lines 14 and 20 of column (H) for each applicant whose name appears in Section V his percentage share of the soil-building payment for the farm as shown in column (E), Section II, of NER-322, or in column (A), Section I, of NER-323. The total of such percentage shares must equal 100.

4. Serial numbers of other farms.

a. Other farms in the same county. Enter in columns (F) and (G), on lines 13, 14, and 15, and on lines 19, 20, and 21, opposite the name of the applicant as shown in Section V, the serial numbers of other farms in the county in which such applicant has an interest. NER-300 requires that if a person has the right to receive all or a portion of the crops or the pro-

ceeds therefrom produced on more than one farm in a county and makes application for payment with respect to one such farm, such person must also make application for payment with respect to all such farms which he operates or rents to other persons. The serial numbers of such other farms in the county will be obtained from column (C), Section IV, of NER-322, or column (B), Section II, of NER-323. In order to avoid delay, all applications which have been cross-referenced, as set forth above, should be transmitted together to the State office.

b. Other farms in other counties in same State.

(1) In the event the county committee is in position to recommend to the State Committee that the provisions of Section XIII, B, of NER-300, should be applied with respect to an applicant, a recommendation to such effect should be forwarded to the State Committee for their consideration together with all pertinent data and information in connection therewith. This will provide the State Committee with information on which they may determine whether or not the provisions of Section XIII, B, NER-300 should be applied. If such a determination is thus made by the State Committee, their determination will be transmitted to each of the county committees concerned together with the applicable serial numbers of all the farms which are to be cross-referenced in Section VI of each application. Should the State Committee find, in the absence of any such recommendation by the county committee, that, with respect to any applicant, the provisions of Section XIII, B, NER-300, should be applied, the same procedure as outlined above will be followed by the State Committee.

(2) If the State office has not requested that the serial numbers of all other farms in the State be thus entered, there will be entered on the blank lines of Section VII, for purposes of the \$10,000 limitation provision, under "Additional Committee Determinations" the names of the other counties in the State in which are located other farms on which the applicant is entitled to share in the crops harvested in 1939 or on which he contributes to the carrying-out of soil-building practices, and the numbers of such other farms. The names of these other counties will be obtained from column (E) Section IV, NER-322, or column (C), Section II, NER-323. If an entry is thus made in Section VII, it should be as follows: "J. H. Jones, 2 farms Lancaster County, 1 farm Chester County".

c. In order to further comply with the provisions of Section XII of the Regional Bulletin (NER-300) the county office will submit to the State office a list of all persons other than individuals, partnerships, or estates for whom an NER-309, NER-309A, NER-314, or NER-314A is on file in the county office. This list must be submitted prior to the time applications for payment are filed for any such persons and will show both the names of such persons and the mail address of the principal place of business of such persons.

5. Materials furnished as grants of aid - Lines 10, 12, 16, and 18, column (j).

a. Lime.

(1) If the applicant whose name appears on line 12, Section V, has been furnished lime as a grant of aid for use under the 1939 Program, the number of tons of ground limestone furnished will be shown on line 10, column (J). If such applicant was furnished liming material other than ground limestone (for example, ground burned, or hydrated), irrespective of the method of delivery (f.o.b. plant, siding, or farmyard), the entry to be made on line 10, column (J) will always be the number of tons of ground limestone which according to Table I (Table II in Pennsylvania) is determined to be the equivalent of the material actually furnished.

(2) (Applicable only in Connecticut and Pennsylvania). If more than one rate of deduction is established for lime in a county, the entry on line 10, column (J), will be preceded by the letter "A" or "B", which letter will designate the particular Lime Table from which it was determined how many tons of lime the producer could obtain.

In Clearfield and Clinton counties, Pennsylvania, in which this situation is applicable, the regular tables will be designated as "A" and the supplementary tables as "B".

In all counties in Connecticut (except Litchfield and Fairfield Counties) the lime tables used in the first two quarters of 1939 will be designated "A" and the tables used in the second half of the year will be designated "B".

b. Superphosphate. If the applicant whose name appears on line 12, Section V, has been furnished triple superphosphate for use under the 1939 Program, show on line 12 in column (J) the number of hundredweight of triple superphosphate so furnished.

For farms in Vermont which were furnished 20% superphosphate, the entry on line 12, column (J), will be expressed in terms of cwt. of triple superphosphate.

In Pennsylvania, for farms which were furnished 20% superphosphate, the entry on line 12, column (J), will be the number of cwt. of 20% superphosphate so furnished.

c. If the applicant whose name appears on line 18, Section V, has been furnished materials as grants of aid, the instructions above for lines 10 and 12 will be applicable to the entries on lines 16 and 18.

The amount and kind of materials furnished as grants of aid to be recorded in column (J) will be obtained from Form ACP-65 on file in the county office.

In the event that the county committee determines that materials furnished as grants of aid were used by the applicant in a manner not in substantial accord with the purposes for which such materials were furnished and that a double deduction be made from the applicant's payment for material so used, a statement to that effect will be made on the blank lines in Section VII, showing the number of tons of lime or cwt. of superphosphate recommended for double deduction. For example, if the county committee determines that 10 cwt. of triple superphosphate were not used in substantial accord with the purposes of the Program, the entry in Section VII should be "Double deduction recommended - 10 cwt. triple superphosphate".

H. Entries for Section VII - Signature of County Committee.

The county committee shall review all applications for payment, and after a determination has been made by the county committee that the representations and data as set forth in the application are true and correct, one member of the county committee will sign the application in the space provided in Section VII. In view of the record of dates maintained of transmittal of the application to applicants and its return to the county office signed by the applicant as well as dates of transmittal from the county office and its receipt in the State and in Washington, the date of the applicant's signature or the county committeeman's signature need not be recorded on the application. All entries on the application to correct original entries which have been erased or otherwise changed must be initialed by a committeeman. The committeeman initialling any such change must also sign the application. Such initials must be in script and not printed.

Space is also provided in Section VII for "Additional Committee Determinations". In addition to any entries on these lines with respect to farms in other counties made in accordance with instructions contained above in subsection G, 4 of this Section II, this space should also be used by the county committee to make any appropriate recommendations with reference to the application for payment for the farm. The county committee should recommend that a part or all of the payment which would otherwise be made to an applicant be withheld if it is determined that one or more of the applicants for payment (1) has used grant-of-aid materials in a manner not in substantial accord with the purposes for which such materials were furnished; (2) has allowed livestock to graze in woodland areas on which payment was made under previous Programs for their exclusion; (3) has allowed forest lands owned or controlled by him to be abused by improper cutting; (4) has adopted practices which tend to defeat the purposes of the Program; (5) has offset or has participated in offsetting in whole or in part the performance for which the payment is authorized; or (6), as landlord or otherwise, has caused a change in the number of tenants or sharecroppers on the farm which would result in a larger payment to the landlord, or has adopted any other scheme or device to deprive another person of the payment to which such other person is entitled.

Section III. Transmittal of Application

A. Use of Transmittal Sheet - NER-Office Form 77. This form will be used for transmitting applications from the county office to the State office, and from the State office to Washington.

NER-Office Form 77 is prepared in sets consisting of an original and six copies, with carbons inserted. Each application for payment transmitted to the State office will be accompanied by the original report of performance for the farm as prepared by the farm checker, and, where necessary, corrected by the county office. Any corrections made by the county office on the report of performance will be made by drawing a line through the original entry, and the corrected entry will be inserted with a pencil or pen, using a different color from that used by the farm checker. No copies of the report of performance will be prepared in the county office unless, in specific cases, the original report is so illegible that it would not be readily decipherable in the State office. In such cases, both the original and the copy of the report of performance will accompany the application to the State office.

NER-Office Form 77 will be prepared in the county office as indicated below and forwarded to the State office, together with the shipment of applications listed thereon. It is suggested that, unless otherwise directed by the State office, no more than 25 applications be listed on one transmittal sheet. The following applications will be listed on, and transmitted with, a separate transmittal sheet:

1. Original applications.
2. Supplemental applications.
3. Suspended applications.
4. Applications for applicants who have received loans from the Farm Security Administration specifically for the purpose of purchasing materials for use in carrying out practices under the 1939 Agricultural Conservation Program.
5. Applications for applicants who have executed an assignment on Form ACP-69 of part or all of their 1939 payment.
6. Applications on which there are two or more applicants, one of whom has obtained a Farm Security Administration loan and the other applicant on the same application has executed an assignment of his 1939 payment.

B. Preparation of NER-Office Form 77. The county office will, for each transmittal of applications to the State office, prepare the entire set (all seven copies) of NER-Office Form 77 by making the following entries:

1. Enter the State and county code numbers and the names of the State and county in the spaces provided in the upper right-hand corner of the form.
2. "Kind of Form". In the space provided, enter the words "1939 ACP".
3. "Form Nos." In the space provided, enter the phrase "NER-320".
4. "County Transmittal No." Insert here a number for each separate transmittal. Transmittals of 1939 Agricultural Conservation Program applications for payment, irrespective of whether such applications are originals, supplementals, or suspensions, should be numbered in numerical sequence, beginning with No. 1 and continuing until all applications have been transmitted.
5. Number of applications being transmitted. The number of applications being transmitted in a single shipment will be shown by an entry in one of the boxes at the top center of the sheet in accordance with the following:
 - (a) Show in the first box the number of original applications being transmitted for the first time.
 - (b) Show in the second box the number of supplemental applications being transmitted for the first time.
 - (c) Show in the third box the number of applications being transmitted which were previously submitted to, suspended by, and returned by the State office.
 - (d) Show in the fourth box the number of applications being transmitted which were previously submitted to and returned by the Examining Section in Washington. Each such application should have the Washington suspension memorandum (ES-130) attached.

6. Columns headed "Serial No.", "Name of Producer", and "Remarks". Show in these columns for all applications transmitted the serial numbers in numerical sequence of the farms covered by such applications and the names of the applicants, respectively, in the same manner as under previous Programs. List for each application the names of all applicants. Names of applicants should be listed in the same manner as on the application; for example, the name Frank A. Jones should be listed as "Frank A. Jones", not as "Jones, Frank A." Make no entries in the column headed "Not for Use in Field".

C. Transmittal to State Office. After NEF-Office Form 77 has been prepared as outlined above, the last (orange) copy labeled "Detach and Forward with Shipment to State Office" will be detached from the remainder of the set and forwarded in the same envelope with the applications to the State office.

Detach and retain the yellow copy labeled "Retain in County Office".

The remaining five copies of the set, including the three white, one green, and one pink, will be forwarded in a separate envelope to the State office at the same time the applications are mailed under separate cover.

After receipt by the State office of a shipment of applications and the related five copies of the transmittal sheet mailed under separate cover, the State office will stamp "Received" and the date of receipt on the orange copy and return it immediately to the county office for filing.

After the shipment of applications has been audited in the State office, the pink copy of the transmittal sheet will be returned to the county office, showing the suspended applications listed thereon, if any, and the date of transmittal to Washington of the approved applications. Suspended applications will be returned by the State office to the county office with this pink copy.

Section IV. Farms for Which No Applications for Payment are Filed

In the case of farms for which no applications for payment will be prepared and transmitted in accordance with Section I, the reports of performance for all such farms will be transmitted to the State office for the purposes of audit and taking statistics.

The reports of performance for such farms will be transmitted in the same manner as applications for payment for other farms, except that:

1. Such reports of performance will be transmitted in groups separate from applications, with a separate transmittal (a) for farms which received grants of aid but for which applications will not be filed, and (b) for other farms for which it is obvious there will be no payment.
2. The first three (white) copies of the transmittal sheet (NER-Office Form 77) will be detached before it is prepared in the county office, with only the green, pink, yellow, and orange copies being transmitted to the State office.
3. A separate series of transmittal numbers will be used in transmitting reports of performance only.
4. "Rep. of Perf." will be inserted in the space provided for "Kind of Form" at the top of NER-Office Form 77, and in the space provided for "Form Nos." will be inserted "NER-322" or "NER-323", whichever is applicable.

Section V. State Office Use of Transmittal Sheet (NER-Office Form 77)

When received in the State Office, the fourth (green) and the fifth (pink) copies of NER-Office Form 77 will be detached from the first three (white) copies. These two (green and pink) copies, retained intact with the carbon paper between, will follow the applications through the audit operations in the State Office. The three white copies will be kept intact as a separate set and filed in the State Office until the applications have been audited and are ready for transmittal to the Examining Section in Washington.

Space is provided on the fourth (green) copy in the column headed "For Use in State Office" for making a record of the State Office operations. The suspension of applications will be shown by drawing a line through the serial number and name of each such suspended application.

When the State Office audit has been completed, the number of applications which have been approved, the number suspended, and the number of no payment cases should be entered in the appropriate spaces on the green and pink copies. The sum of these entries will equal the total number of applications transmitted by the county office, as shown in the appropriate box at the top of the form.

Section VI. Transmittal of Applications to Washington

Upon completion of the audit of applications in the State office, all suspended applications will be shown on the first three white copies by drawing a line through the same serial numbers and names of applicants as have been lined out on the green copy of the transmittal sheet. The date of the transmittal by the State Office to Washington should be shown in the space provided therefor at the top of the form. There will also be shown in the space provided at the top of the form a State transmittal number. The first transmittal of applications (NER-320) will be numbered 1, and succeeding shipments will be numbered in sequence until all applications have been transmitted, regardless of whether the applications are originals, supplementals, or suspensions.

The green and pink copies may then be separated, the green remaining in the State Office as a permanent record, and the pink copy being returned to the county office with suspended applications, if any, and showing the State transmittal number and the date on which approved applications were sent to Washington.

The third white copy will be returned to the State Office by the Examining Section as a receipt.

Section VII. County Office Check Against Omission of Data from Applications.

Subsection G of Section II provides that certain essential items be entered on the application which do not appear on the report of performance for the farm, nor in any other single place. Such items include data with respect to assignments, voluntary requests for set-off on Form AAA-372, and debts of applicants appearing on the County Register of Indebtedness (Form C-1110). It is not possible from checking the entries made on the application against the report of performance to determine whether any such items have been omitted from the application. Consequently, the following procedure will be followed in the county office before applications are submitted to applicants for signature, and before applications are transmitted to the State office, in order to make certain that no essential data have been omitted from the application:

A. Prior to the preparation of any applications for payment, the following column heading (or such part of them as are applicable in the county) will be added to those columns already set up on the County Office Record (NER Office Form-55): "Grant of Aid", "ACP-69", "AAA-372", "C-1110", and "ACP-100". (Set up column for ACP-100 only in counties where there will be applications for 1940 Wheat Crop Insurance.)

B. Also prior to the preparation of any applications for payment, a check mark (✓) will be made where applicable in each of the above-mentioned columns opposite the name of each applicant and farm serial number as they appear in columns 1 and 2 of Office Form-55. For example, a check mark (✓) will be entered in the column headed "Grant of Aid" for each farm which has

been furnished material as a grant of aid. Similarly a check mark (✓) will be entered in the column headed "ACP-69" opposite the name of each person who has executed an assignment on Form ACP-69. Check marks should also be entered wherever applicable in each of the other columns referred to above.

The column headed "ACP-100", however, should not be checked, and no entry should be made on the application for payment with respect to ACP-100 for any farm, unless prior to the time of submitting the application for payment, a copy of FCI-19 has been executed for the farm and the exact amount of the 1940 crop insurance premium has been determined and entered on the Register of Indebtedness.

These check marks properly entered will, from an inspection of NER Office Form-55, permit a determination to be made as to the applications on which should be entered data with respect to deductions for grants of aid, assignments, voluntary set-offs, requests for advance to pay Crop Insurance premium, and debts appearing on the Register of Indebtedness.

C. As a last step in the preparation of applications for signature, each application for payment will be checked against NER Office Form-55 to make sure that all applicable data with respect to the items referred to in this section have been entered on the application.

The above procedure is designed to facilitate the checking which is necessary in order to make sure that all essential data have been entered on the application, and consequently to prevent suspensions and supplemental applications resulting from failure to include on the application all essential data.

In addition to the above, the serial numbers as listed on NER Office Form-55 should, prior to the preparation of applications for payment, be checked against a Number Check Sheet to insure against the submission of more than one application carrying the same serial number. Form ES-137 and 137-A may be used for this purpose if available. If not available, similar Number Check Sheets should be prepared either by the county office or State office.

Issued with the approval of the Administrator of the Agricultural Adjustment Administration, on August 21, 1939.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF
1939 APPLICATIONS FOR PAYMENT (NER-320)

I.

Section II, subsection H, is hereby amended by adding to the end thereof the following:

"In the case of an application for payment for a farm for which one or more acreage allotments are established and on which soil-building practices are carried out, but which farm is an idle farm in 1939, the words 'Farm idle in 1939' should be entered in Section VII of the application for payment.

"A farm is classified as idle in 1939 if normal cropping operations are not carried out on the farm in 1939. Normal cropping operations shall be deemed to have been carried out on the farm only if there is an acreage equal to not less than one-half the acreage in the sum of the soil-depleting acreage allotments established for the farm,

1. Which is seeded on the farm in 1939, or
2. From which a crop other than biennial or perennial hay is harvested in 1939,

except where the State Committee finds that such cropping operations were prevented by causes beyond the control of the operator.

"No application should be submitted for an idle farm on which no soil-building practices are carried out."

II.

Section II, subsection G, item 5-a is hereby amended by adding to the end thereof the following:

"(3) With regard to applicants in New Hampshire who were furnished lime and from whom a cash collection was made in an amount other than that shown in 'Table 2 - New Hampshire', the entry on line 10 or 16 of Column (J), Section VI, of

NER-320 will be preceded by the letter 'A'. For example, if the applicant was furnished 10 tons of lime and a cash collection was made in an amount other than that shown in 'Table 2 - New Hampshire', the entry on line 10 or 16 will be 'A-10 Tons'. In such cases there will also be shown in Column (j) in the space between Sections IV and VI the amount of cash collected from the applicant to cover a portion of the cost of materials furnished. The amount shown as cash collection to cover the cost of materials should be the total amount collected during the year for all materials (both lime and superphosphate), exclusive of that collected for association expense.

"Prior to the submission of applications for payment, it is also necessary that for each county a list be prepared and certified by the county committee, showing:

- (a) The names of applicants furnished lime and from whom a cash collection was made in amounts other than those shown in 'Table 2 - New Hampshire'.
- (b) The ~~serial number~~ of the application on which the name of each such applicant will appear.
- (c) The amount of cash collected for materials from each applicant as defined above (total cash collected for all materials, exclusive of collection for association expense).

"Such list should be prepared in the county office, transmitted in triplicate to the State office, checked by the State office, and transmitted by the State office in duplicate to the Regional Director. Applications submitted and on which the entries showing the amount of lime furnished are preceded by the letter 'A' as outlined above cannot be paid until such lists are received.

"(4) Applicable only in New York:

- (a) The entry on line 10 or 16, Column (J), of Section VI will be preceded by the letter 'A', 'B', or 'C', whichever is the correct designating letter for the price-group of the lime furnished."

III.

Section II, subsection G, item 5-b is hereby amended by adding to the end thereof the following:

"With regard to applicants in Pennsylvania who were furnished 20% superphosphate and from whom a cash collection was made other than in the amounts shown in 'Table 1 -

Superphosphate, Revised May 31, 1939', the entry on line 12 or 18 showing the number of cwt. of superphosphate furnished will be preceded by the letter 'A'.

"It will also be necessary prior to the submission of applications for payment for any such cases for the county office to prepare a list to be certified by the county committee and transmitted to the State office in triplicate, checked by the State office, and transmitted to the Regional Director in duplicate, showing:

- (1) The name of each applicant who was furnished superphosphate and from whom a cash collection was made in an amount other than that shown in 'Table 1 - Superphosphate, Revised May 31, 1939'; and
- (2) The serial number of the application on which the name of such applicant will appear.

"No payments will be made to applicants who were furnished superphosphate until such lists have been received."

IV.

Section II, subsection G, item 5 is hereby amended by adding to the end thereof the following:

"d. Applicable only in Rhode Island, and in Connecticut except Fairfield and Litchfield Counties:

- (1) For applicants who were furnished lime during the first and second quarters of the year, the entry on line 10 or 16, Column (J), Section VI, of NER-320, showing the number of tons of lime so furnished, will be preceded by the letter 'A'. For example, if 10 tons of lime were furnished in the first and second quarters of the year, the entry on line 10 and 16 of Column (J), Section VI, will be 'A-10 Tons'.
- (2) In the case of applicants furnished lime during the third quarter of the year only, the entry on line 10 or 16 of Column (J), Section VI, showing the number of tons of lime so furnished, will be preceded by the letter 'B'. For example, if 10 tons of lime were furnished in the third quarter, the entry on line 10 or 16, Column (J), of Section VI, will be 'B-10 Tons'.
- (3) In the case of applicants furnished lime in the first and second quarters of the year and also during the third quarter of the year, the entry on line 10 or 16, Column (J), of Section VI, will be a double entry and

the number of tons furnished in the first and second quarters of the year will be preceded by the letter 'A' and the number of tons furnished in the third quarter will be preceded by the letter 'B'. For example, if 10 tons of lime were furnished in the first or second quarter and 5 tons more were furnished in the third quarter, the entry on line 10 or 16, Column (J), of Section VI, will be 'A-10 T.; B-5 T.'

- (4) In the case of applicants who were furnished lime during the third quarter of the year and who were also furnished other materials as a grant of aid (either lime in the first or second quarter or superphosphate at any time for use in 1939), there will also be shown in Column (J) in the blank space between Sections IV and VI the amount of cash collected from the applicant to cover a portion of the cost of materials furnished. The amount shown as cash collection to cover a portion of the cost of materials should be the total amount collected for all materials (both lime and superphosphate), exclusive of that collected for association expense.
- (5) Prior to the submission of applications for payment, it is also necessary that, for each county, a list be prepared and certified by the county committee, showing:
 - (a) The names of applicants furnished lime in the third quarter and also other grant of aid material any time during the year.
 - (b) The serial number of the application on which the names of such applicants will appear.
 - (c) The amount of cash collected for materials from each applicant, as outlined in paragraph D above (total cash collected for all materials exclusive of collection for association expense).

"Such lists should be prepared in the county office, transmitted in triplicate to the State office, checked by the State office, and transmitted by the State office in duplicate to the Director of the Northeast Division in Washington. No applicants who were furnished lime in the third quarter and also other grant of aid material can be paid until such lists are received."

Issued November 9, 1939, with the approval of the Administrator of the Agricultural Adjustment Administration.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF
1939 APPLICATIONS FOR PAYMENT (NER-320)

Section II, subsection G, item 5-c is hereby amended by adding to the end thereof the following:

"If the entries in Columns (G) and (H) of Section IV show the application of a smaller quantity of lime than was furnished as grant of aid as shown by the entry on line 10 or 16, Column (J), of Section VI, it will be necessary for the county committee to make a recommendation in each such case in Section VII as to the applicable deduction for the amount of lime furnished but not applied for credit.

"Therefore, if the entry on line 10 or 16, Column (J), of Section VI shows that 5 tons of Group A lime were furnished in excess of the amount shown for credit in Columns (G) and (H) of Section IV, the entry in Section VII will be either:

- (1) 'Double Deduction Recommended-5 Tons-Group A'; or
- (2) 'Grant of aid not misused'."

Issued on November 8, 1939, with the approval of the Administrator of the Agricultural Adjustment Administration.

F. B. Northrup
Acting Director, Northeast Division
Agricultural Adjustment Administration

PHILOSOPHY 101

Introduction to Philosophy

Professor [Name]

Section 101-101-101

Section 101-101-101

Section 101-101-101

Section 101-101-101

Section 101-101-101

Section 101-101-101

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF
1939 APPLICATIONS FOR PAYMENT (NER-320)

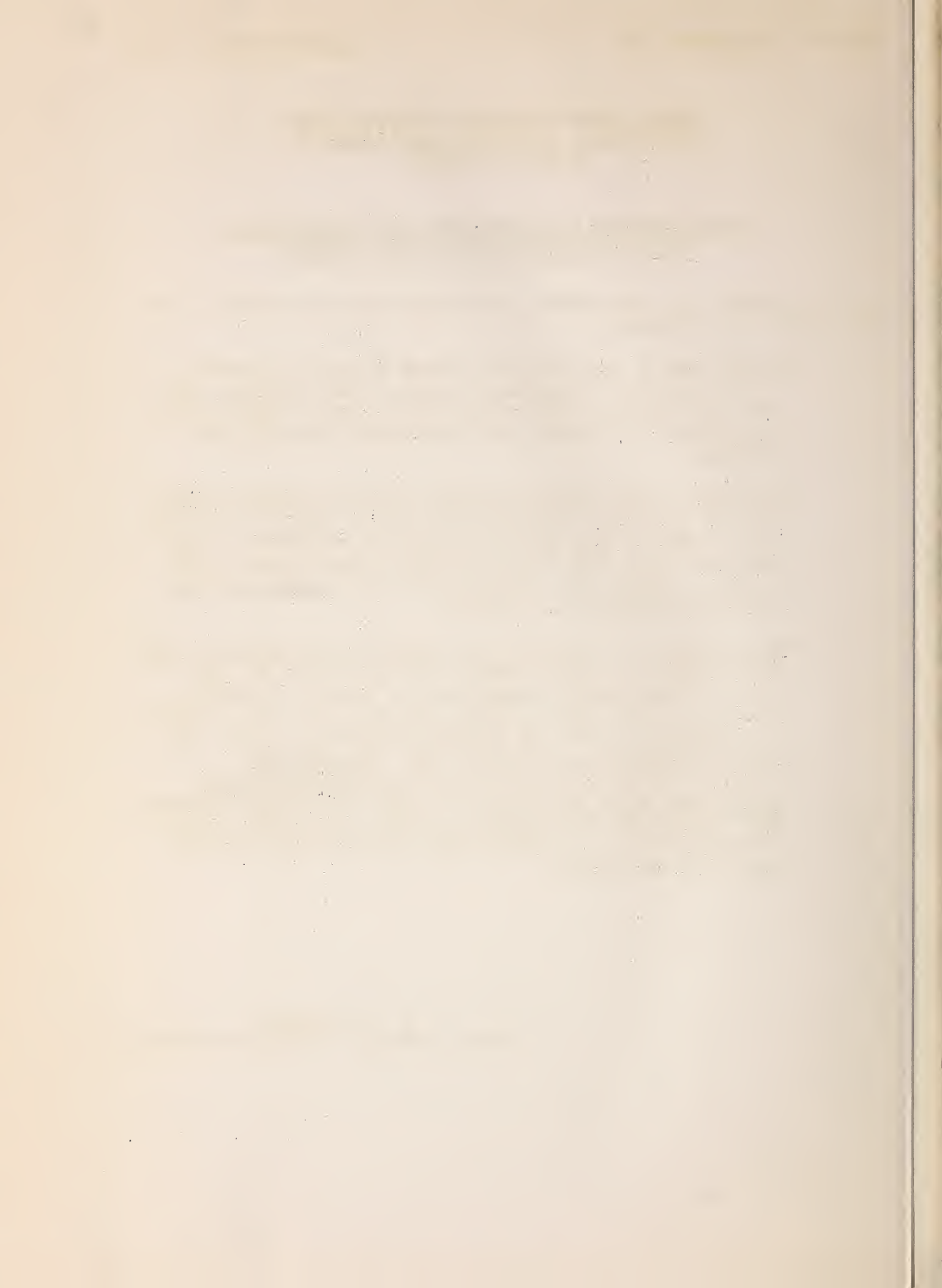
Section II, subsection H, is hereby amended by adding to the end thereof the following:

"Payment may be made for the woodland management practice or the practice of excluding livestock from woodlands only when such practices are carried out on land on which payment is not made for carrying out the woodland rehabilitation practice.

"Therefore, credit should be shown for such woodland management and livestock exclusion practices in Column (H) of Section IV only in case such practices were performed on land other than that with respect to which credit is also shown on line 8, Column (H), of Section IV for carrying out the woodland rehabilitation practice.

"Consequently, if credit for the woodland rehabilitation practice is shown on line 8, Column (H), of Section IV, and credit for the woodland management or livestock exclusion practice is also shown in Column (H) of Section IV, it will be necessary to enter the following additional county committee certification in Section VII: 'Practice No. _____ (number of other woodland practice) and Practice L not carried out on the same land'. If such additional certification is not made, the application will be suspended pending a determination as to whether such practices were carried out on the same land."

F. B. Northrup,
Acting Director, Northeast Division.



SPOT-CHECKER'S FARM REPORT
(For Use in Counties NOT Using Photographs)

(Owner or Operator)

(Name of Farm Checker)

SEC. I. REPORT ON METHODS USED AND WORK DONE

	Type of Error		Type of Error Field letter
Division of Payment <input type="text" value="O.K."/>		Determination of Acreage <input type="text" value="O.K."/>	
Incomplete.		20. Acreage estimated when measurement required.	
Incorrect.		21. Acreage measured when estimate permitted.	
Names and Addresses <input type="text" value="O.K."/>		22. Measurements incorrect.	
Incomplete.		23. Estimates generally too low.	
Incorrect.		24. Estimates generally too high.	
Location and Description of Farm <input type="text" value="O.K."/>		25. Inadequate record of measurements made.	
Inaccurate location.		26. Sum of field acreage does not agree with total cropland as recorded on NER-322.	
Other land in farm not recorded.		27.	
Other Farms <input type="text" value="O.K."/>		28.	
Incomplete record.		Soil-Building Practices <input type="text" value="O.K."/>	
Incorrect record.		29. Description insufficient.	
Certifications <input type="text" value="O.K."/>		30. Description incorrect.	
Signature of operator or representative omitted.		31. Credit for practices incorrectly computed.	
Signature of farm checker omitted.		32.	
Dates omitted.		33.	
Grants of Aid <input type="text" value="O.K."/>		34.	
Incomplete record of amount applied.		35.	
Amount applied incorrectly recorded.		36.	
Record of Crops and Land Use <input type="text" value="O.K."/>		37.	
Incomplete.		38. TOTAL CHECK MARKS	
Incorrect.			
Carelessly made.			

SEC. II. RATING AND RECOMMENDATION

Recommendation	Rating		
	First Check	Second Check	Third Check
(a)	(b)	(c)	(d)
Approved.			
Additional training.			
Discontinue employment.			

REPORT FOR THIS FARM Accepted Rejected**SEC. III. REMARKS (Significance of errors, basis of rating, type of further training needed, etc.)**

(Date this Spot-Check Report)

(Signature of Spot-Checker)

INSTRUCTIONS FOR PREPARATION OF SPOT-CHECKER'S FARM REPORT

Prepare this report for each farm spot-checked. The report should be prepared in quadruplicate, the original for the **State office**, copies for **county office**, **chairman of county committee**, and **spot-checker**.

Enter at the top of the form in the space provided the name of the operator of the farm spot-checked and the name of the farm checker whose work is being spot-checked.

Section I. Enter check marks, or field letters where applicable, in the column headed "Type of Error" to indicate the kind of error, if any, found in each phase of the farm checker's work. For example: if the farm checker's report carried an incorrect record of crops and land use, enter check mark on line 15. If the measurements of field "C" are incorrectly shown, enter the field letter "C" on line 22. If no error is found in a particular section of the farm checker's report, enter a check mark opposite the applicable section in the box marked "O.K."

Enter on the blank lines provided in Section I any additional items as necessary to reflect the particular type of error found in the farm checker's work.

Enter a check mark in the box labeled "Accepted" or "Rejected" to indicate whether the farm checker's report on this farm is accepted or rejected.

Section II. Section II is for recording the spot-checker's recommendations and the rating given the farm checker. Enter a rating (**excellent**, **very good**, **good**, **fair**, or **unsatisfactory**) opposite the applicable recommendation in column (b), (c), or (d), the column depending on whether the recommendation is made following the **first** check, **second** check, or **third** check made of the farm checker's work. For example, in preparing this report to show a recommendation of "Approved" for a farm checker for whom the spot-checker had previously turned in one report showing a recommendation of "Continue employment only after further training", the rating should be entered on line 1, column (c).

Section III. Remarks. Enter in this section such supplementary remarks and notes as are necessary to clarify the data recorded in Section I. Remarks should show also the seriousness of errors found and the nature of further training required, together with other pertinent information relative to the rating and recommendation given. Attach an extra sheet for more complete narrative report if the space in Section III is inadequate.

Enter in the spaces provided at the bottom of the report the signature of the spot-checker and the date on which the spot-check was made.

SPOT-CHECKER'S FARM REPORT

(For Use in Counties NOT Using Photographs)

(Owner or Operator)

(Name of Farm Checker)

SEC. I. REPORT ON METHODS USED AND WORK DONE

	Type of Error		Type of Error Field letter
Division of Payment <input type="text" value="O.K."/>		Determination of Acreage <input type="text" value="O.K."/>	
Incomplete.		20. Acreage estimated when measurement required.	
Incorrect.		21. Acreage measured when estimate permitted.	
Names and Addresses <input type="text" value="O.K."/>		22. Measurements incorrect.	
Incomplete.		23. Estimates generally too low.	
Incorrect.		24. Estimates generally too high.	
Location and Description of Farm <input type="text" value="O.K."/>		25. Inadequate record of measurements made.	
Inaccurate location.		26. Sum of field acreage does not agree with total cropland as recorded on NER-322.	
Other land in farm not recorded.		27. _____	
Other Farms <input type="text" value="O.K."/>		28. _____	
Incomplete record.		Soil-Building Practices <input type="text" value="O.K."/>	
Incorrect record.		29. Description insufficient.	
Certifications <input type="text" value="O.K."/>		30. Description incorrect.	
Signature of operator or representative omitted.		31. Credit for practices incorrectly computed.	
Signature of farm checker omitted.		32. _____	
Dates omitted.		33. _____	
Grants of Aid <input type="text" value="O.K."/>		34. _____	
Incomplete record of amount applied.		35. _____	
Amount applied incorrectly recorded.		36. _____	
Record of Crops and Land Use <input type="text" value="O.K."/>		37. _____	
Incomplete.		38. TOTAL CHECK MARKS	
Incorrect.			
Carelessly made.			

SEC. II. RATING AND RECOMMENDATION

Recommendation	Rating		
	First Check	Second Check	Third Check
(a)	(b)	(c)	(d)
Approved.			
Additional training.			
Discontinue employment.			

REPORT FOR THIS FARM

Accepted

Rejected

SEC. III. REMARKS (Significance of errors, basis of rating, type of further training needed, etc.)

(Date this Spot-Check Report)

(Signature of Spot-Checker)

INSTRUCTIONS FOR PREPARATION OF SPOT-CHECKER'S FARM REPORT

Prepare this report for each farm spot-checked. The report should be prepared in quadruplicate, the original for the State office, copies for county office, chairman of county committee, and spot-checker.

Enter at the top of the form in the space provided the name of the operator of the farm spot-checked and the name of the farm checker whose work is being spot-checked.

Section I. Enter check marks, or field letters where applicable, in the column headed "Type of Error" to indicate the kind of error, if any, found in each phase of the farm checker's work. For example: if the farm checker's report carried an incorrect record of crops and land use, enter check mark on line 15. If the measurements of field "C" are incorrectly shown, enter the field letter "C" on line 22. If no error is found in a particular section of the farm checker's report, enter a check mark opposite the applicable section in the box marked "O.K."

Enter on the blank lines provided in Section I any additional items as necessary to reflect the particular type of error found in the farm checker's work.

Enter a check mark in the box labeled "Accepted" or "Rejected" to indicate whether the farm checker's report on this farm is accepted or rejected.

Section II. Section II is for recording the spot-checker's recommendations and the rating given the farm checker. Enter a rating (**excellent, very good, good, fair, or unsatisfactory**) opposite the applicable recommendation in column (b), (c), or (d), the column depending on whether the recommendation is made following the **first** check, **second** check, or **third** check made of the farm checker's work. For example, in preparing this report to show a recommendation of "Approved" for a farm checker for whom the spot-checker had previously turned in one report showing a recommendation of "Continue employment only after further training", the rating should be entered on line 1, column (c).

Section III. Remarks. Enter in this section such supplementary remarks and notes as are necessary to clarify the data recorded in Section I. Remarks should show also the seriousness of errors found and the nature of further training required, together with other pertinent information relative to the rating and recommendation given. Attach an extra sheet for more complete narrative report if the space in Section III is inadequate.

Enter in the spaces provided at the bottom of the report the signature of the spot-checker and the date on which the spot-check was made.

SPOT-CHECKER'S FARM REPORT
(For Use in Counties NOT Using Photographs)

(Owner or Operator)

(Name of Farm Checker)

SEC. I. REPORT ON METHODS USED AND WORK DONE

		Type of Error			Type of Error Field letter
Division of Payment	O.K.		Determination of Acreage	O.K.	
Incomplete.			20. Acreage estimated when measurement required.		
Incorrect.			21. Acreage measured when estimate permitted.		
Names and Addresses	O.K.		22. Measurements incorrect.		
Incomplete.			23. Estimates generally too low.		
Incorrect.			24. Estimates generally too high.		
Location and Description of Farm	O.K.		25. Inadequate record of measurements made.		
Inaccurate location.			26. Sum of field acreage does not agree with total cropland as recorded on NER-322.		
Other land in farm not recorded.			27. _____		
Other Farms	O.K.		28. _____		
Incomplete record.			Soil-Building Practices	O.K.	
Incorrect record.			29. Description insufficient.		
Certifications	O.K.		30. Description incorrect.		
Signature of operator or representative omitted.			31. Credit for practices incorrectly computed.		
Signature of farm checker omitted.			32. _____		
Dates omitted.			33. _____		
Grants of Aid	O.K.		34. _____		
Incomplete record of amount applied.			35. _____		
Amount applied incorrectly recorded.			36. _____		
Record of Crops and Land Use	O.K.		37. _____		
Incomplete.			38. TOTAL CHECK MARKS		
Incorrect.					
Carelessly made.					

II. RATING AND RECOMMENDATION

Recommendation	Rating		
	First Check	Second Check	Third Check
(a)	(b)	(c)	(d)
Approved.			
Additional training.			
Discontinue employment.			

REPORT FOR THIS FARM

Accepted

Rejected

SEC. III. REMARKS (Significance of errors, basis of rating, type of further training needed, etc.)

(Date this Spot-Check Report)

(Signature of Spot-Checker)

INSTRUCTIONS FOR PREPARATION OF SPOT-CHECKER'S FARM REPORT

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Enter at the top of the form in the space provided the name of the operator of the farm spot-checked and the name of the farm checker whose work is being spot-checked.

Section I. Enter check marks, or field letters where applicable, in the column headed "Type of Error" to indicate the kind of error, if any, found in each phase of the farm checker's work. For example: if the farm checker's report carried an incorrect record of crops and land use, enter check mark on line 15. If the measurements of field "C" are incorrectly shown, enter the field letter "C" on line 22. If no error is found in a particular section of the farm checker's report, enter a check mark opposite the applicable section in the box marked "O.K."

Enter on the blank lines provided in Section I any additional items as necessary to reflect the particular type of error found in the farm checker's work.

Enter a check mark in the box labeled "Accepted" or "Rejected" to indicate whether the farm checker's report on this farm is accepted or rejected.

Section II. Section II is for recording the spot-checker's recommendations and the rating given the farm checker. Enter a rating (**excellent**, **very good**, **good**, **fair**, or **unsatisfactory**) opposite the applicable recommendation in column (b), (c), or (d), the column depending on whether the recommendation is made following the **first** check, **second** check, or **third** check made of the farm checker's work. For example, in preparing this report to show a recommendation of "Approved" for a farm checker for whom the spot-checker had previously turned in one report showing a recommendation of "Continue employment only after further training", the rating should be entered on line 1, column (c).

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Enter in the spaces provided at the bottom of the report the signature of the spot-checker and the date on which the spot-check was made.

SPOT-CHECKER'S FARM REPORT

(For Use in Counties NOT Using Photographs)

(Owner or Operator)

(Name of Farm Checker)

SEC. I. REPORT ON METHODS USED AND WORK DONE

	Type of Error		Type of Error Field letter
Division of Payment O.K.		Determination of Acreage O.K.	
Incomplete.		20. Acreage estimated when measurement required.	
Incorrect.		21. Acreage measured when estimate permitted.	
Names and Addresses O.K.		22. Measurements incorrect.	
Incomplete.		23. Estimates generally too low.	
Incorrect.		24. Estimates generally too high.	
Location and Description of Farm O.K.		25. Inadequate record of measurements made.	
Inaccurate location.		26. Sum of field acreage does not agree with total cropland as recorded on NER-322.	
Other land in farm not recorded.		27. _____	
Other Farms O.K.		28. _____	
Incomplete record.		Soil-Building Practices O.K.	
Incorrect record.		29. Description insufficient.	
Certifications O.K.		30. Description incorrect.	
Signature of operator or representative omitted.		31. Credit for practices incorrectly computed.	
Signature of farm checker omitted.		32. _____	
Dates omitted.		33. _____	
Grants of Aid O.K.		34. _____	
Incomplete record of amount applied.		35. _____	
Amount applied incorrectly recorded.		36. _____	
Record of Crops and Land Use O.K.		37. _____	
Incomplete.		38. TOTAL CHECK MARKS	
Incorrect.			
Carelessly made.			

SEC. II. RATING AND RECOMMENDATION

Recommendation	Rating		
	First Check	Second Check	Third Check
(a)	(b)	(c)	(d)
Approved.			
Additional training.			
Discontinue employment.			

REPORT FOR THIS FARM

Accepted

Rejected

SEC. III. REMARKS (Significance of errors, basis of rating, type of further training needed, etc.)

(Date this Spot-Check Report)

(Signature of Spot-Checker)

INSTRUCTIONS FOR PREPARATION OF SPOT-CHECKER'S FARM REPORT

Prepare this report for each farm spot-checked. The report should be prepared in quadruplicate, the original for the **State office**, copies for **county office**, **chairman of county committee**, and **spot-checker**.

Enter at the top of the form in the space provided the name of the operator of the farm spot-checked and the name of the farm checker whose work is being spot-checked.

Section I. Enter check marks, or field letters where applicable, in the column headed "Type of Error" to indicate the kind of error, if any, found in each phase of the farm checker's work. For example: if the farm checker's report carried an incorrect record of crops and land use, enter check mark on line 15. If the measurements of field "C" are incorrectly shown, enter the field letter "C" on line 22. If no error is found in a particular section of the farm checker's report, enter a check mark opposite the applicable section in the box marked "O.K."

Enter on the blank lines provided in Section I any additional items as necessary to reflect the particular type of error found in the farm checker's work.

Enter a check mark in the box labeled "Accepted" or "Rejected" to indicate whether the farm checker's report on this farm is accepted or rejected.

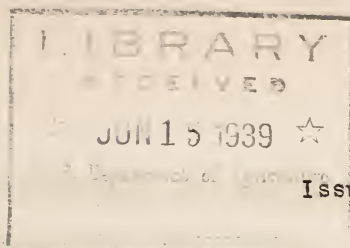
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Section III. Remarks. Enter in this section such supplementary remarks and notes as are necessary to clarify the data recorded in Section I. Remarks should show also the seriousness of errors found and the nature of further training required, together with other pertinent information relative to the rating and recommendation given. Attach an extra sheet for more complete narrative report if the space in Section III is inadequate.

Enter in the spaces provided at the bottom of the report the signature of the spot-checker and the date on which the spot-check was made.

NER-328

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7176B



Issued June 1, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

1939 Agricultural Conservation Program - Northeast Region

INSTRUCTIONS FOR DETERMINING PERFORMANCE

STATE OFFICE PROCEDURE

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INSTRUCTIONS FOR DETERMINING PERFORMANCE

STATE OFFICE PROCEDURE

SECTION I. INTRODUCTION

This bulletin is for the purpose of setting forth an outline of procedure to be followed in determining performance under the 1939 Agricultural Conservation Program with particular reference to those functions involved in the procedure for which the State office is directly responsible. While county committees are directly responsible for determination of performance on farms in the county under the 1939 program, it shall be the duty of the State office to exercise the necessary supervision of performance work as conducted in all counties. In addition to the general supervision of all performance work, the State office will, in connection with 1939 performance work, perform the following specific functions:

1. Arrange for necessary district and county training schools covering all phases of performance work, including, in counties where aerial photography is used, special instruction in the use of aerial photographs and related materials.
2. Issue supplementary instructions concerning the use of particular measuring equipment approved for use in the State, and for measuring and computing acreages.
3. Assist county committees in the selection and training of farm checkers and other persons employed for performance work.
4. Arrange for spotchecking of all work involved in determining performance and in the preparation and submission of applications for payment, for the purpose of determining that the acreage figures and other basic data on the basis of which payments are to be made have been determined in accordance with applicable instructions and approved provisions of the program.

SECTION II. REPORT OF PERFORMANCE FORMS

Form NER-322 will be used in reporting performance on all allotment farms in all counties, and on all farms in counties where aerial photographs are available for checking performance in 1939 and, except as provided below, for all other farms.

At the option of the county committee, subject to the approval of the State office, Form NER-323 may be used for reporting performance on non-allotment farms in counties not using aerial photographs.

SECTION III. TRAINING AND EXAMINATION OF PERSONNEL

A. Training.

It is the responsibility of the State office to provide the necessary personnel for assisting county committees in the training of farm checkers and other persons employed in determining performance. Sufficient supervision should be exercised over the methods of training employed by county committees to make sure that, before beginning performance work, farm checkers and other employees have been given adequate training in the duties which they are to perform.

B. Examinations.

It is recommended that arrangements be made by the State office in cooperation with county committees for the preparation of examinations to be given to prospective checkers before they are considered eligible for employment. Such examinations should be prepared by or with the approval of the State office, and given under the direction of a person designated by the State office. In view of varying conditions existing between States and between counties within a State with respect to features of the program which are most applicable within a given area, it is contemplated that examinations given farm checkers may vary between States and between counties within a State. For this reason it is recommended that examinations be prepared for a particular county or group of counties in a manner which will adequately reflect the qualifications of the farm checkers for their duties under the particular conditions existing in the county. Even though there may be considerable variation in the content of examinations given, all examinations should consist of the following:

1. A written test on provisions of the program and the procedure with respect to which instructions were given during the training period.

2. A field test on a farm or farms involving the actual procedure in making measurements, preparation of report of performance forms, and, in counties where used, the actual use of aerial photographs.

C. Supplementary State Office Instructions.

The State office will issue such additional instructions as may be deemed necessary to supplement NER-329 and NER-330 with respect to evidence required and methods of determining performance under the woodland rehabilitation or other individual soil-building practices approved for the State and with respect to any special data to be included on the reports of performance.

Special instructions may also be issued relative to methods of making field measurements and determining acreages and in the use of such measuring equipment as is approved by the State office for use in the State.

SECTION IV. SPOTCHECKING

A. Number of Farms to be Spotchecked.

A sufficient number of farms will be spotchecked in each county to make sure essential data are being accurately reported. In no event, however, will the number of farms spotchecked in a county be less than 2 percent of the number of farms on which reports of performance are obtained in 1939. At least one representative farm on which performance is checked by each farm checker will be spotchecked. Following the initial spotcheck of the work of each farm checker, as many more spotchecks of his work will be made as appear necessary.

B. Spotcheck Forms.

In counties not using aerial photographs, Form NER-324 will be used by spotcheckers in reporting the work of farm checkers.

In counties where aerial photographs are being used, Form NER-325 will be used, together with NER-327, Spotcheck Report of Planimeter Work.

These spotcheck reports will be prepared in accordance with instructions printed on the forms.

C. Nature of Farm Spotcheck

The spotchecker will, in checking the work of each farm checker, make a redetermination with respect to all of the data reported by the farm checker on the report of performance for the farm. Particular attention should be given to the report made by the farm checker concerning the classification of crops and land use on the farm. Sufficient field measurements will be made on the farm to determine whether or not the estimate of acreage or measurements previously made by the farm checker are sufficiently accurate. In counties where aerial photographs are used, a sufficient number of boundaries should be reidentified on the photograph by the spotchecker to make sure that the identification of boundaries as previously made by the farm checker has been properly done. Sufficient information should be obtained from the farm operator to make sure that soil-building practices carried out on the farm have been accurately reported by the farm checker.

D. Ratings and Recommendations.

Following each spotcheck of the work of a farm checker, he will be given one of the following ratings by the spotchecker: excellent, very good, good, fair, or unsatisfactory.

At the same time, the spotchecker will make one of the following three recommendations:

1. That the work of the farm checker is approved, and that his employment be continued,
2. That employment of the farm checker be continued only after he has been given additional training,
3. That the work of the farm checker is unsatisfactory, and that his employment be discontinued.

The spotchecker will indicate also on the spotcheck report whether or not the report of performance as turned in by the farm checker for the farm spotchecked is acceptable or whether the performance on the farm should be rechecked by the same or another farm checker.

In the event that recommendation No. 2 is made (continue employment only after additional training), arrangements should be made by the State office to assist the county committee in giving the additional training as indicated by the spotchecker's report.

In the event that recommendation No. 3 (unsatisfactory, discontinue employment) is made, the employment of the farm checker will be discontinued.

Attention is directed to the fact that the accurate and the efficient determination of performance in the county is the direct responsibility of the county committee, and that the spotchecker's report is a means of assisting the county committee in appraising the accuracy and efficiency of the work being done by the farm checkers employed by the county committee.

E. Identification Card, Form ACP-102.

Identification cards will be furnished the State office which will be prepared by the State office and issued to each person employed in spotchecking. The spotchecker will affix his signature on the card and carry it on his person while performing official duties as spotchecker. This card will serve to identify the spotchecker as authorized to represent the State office in this capacity. The spotchecker will return the identification card to the State office immediately upon termination of his employment.

F. Spotcheck of County Office Work.

The State office will also arrange for spotchecking all of the work in the county office in connection with the completion of reports of performance and preparation and submission of applications for payment. The county office spotcheck reports will be made in accordance with instructions issued by the State office and on forms prepared by the State office for that purpose.

In counties where aerial photographs are being used, however, such county office spotcheck reports will also include a report of planimeter work done in the county office in connection with the determination of acreages. The Spotcheck Report of Planimeter Work (NER-327) will be prepared and submitted in accordance with instructions printed on the reverse side of the form.

A spotcheck of the work done in the county office, including the work of planimeter operators as reported on NER-327, should be made at sufficiently frequent intervals to reveal any errors or irregularities in the work being done. The spotchecking of the work performed by the county office should be done in such a manner as to determine whether applications for payment do or do not completely and accurately reflect, in accordance with the provisions of the program, the data submitted on reports of performance.

Issued June 1, 1939, with the approval of the Administrator of the Agricultural Adjustment Administration.

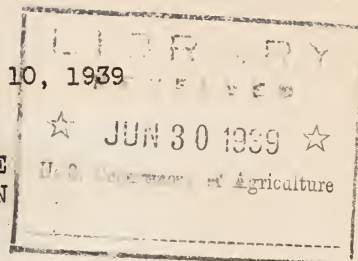
A. W. Manchester

A. W. Manchester,
Director, Northeast Division.
Agricultural Adjustment Administration.

Issued June 10, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division



1939 Agricultural Conservation Program - Northeast Region

COUNTY PROCEDURE FOR DETERMINATION AND REPORT OF PERFORMANCE
(Applicable in Counties Using Aerial Photographs)

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COUNTY PROCEDURE FOR DETERMINATION AND REPORT OF PERFORMANCE
(Applicable in Counties Using Photographs)

SECTION I. INTRODUCTION

This bulletin contains the procedure to be followed in the determination and report of performance in counties using aerial photographs or farm maps under the 1939 Agricultural Conservation Program.

- A. Duties of the County Committee. The County Committee will be responsible for the selection, training, and employment of farm checkers (previously referred to as supervisors) and other employees for determining performance under the 1939 program, and will be held directly responsible for an accurate and efficient determination of performance on farms in the county.
- B. Selection of Farm Checkers. Members of the County Committee are not eligible for employment as farm checkers in determining performance. The first duty of the County Committee is the selection of the persons to be given training as farm checkers. Only those persons who in the best judgment of the County Committee can reasonably be expected to do reliable and satisfactory work should be selected for training.
- C. Training of Farm Checkers. The County Committee will arrange with the State office for necessary assistance in training prospective farm checkers. Each person selected should, prior to employment, be given thorough training, including the following:
 - 1. Instructions with respect to provisions of the 1939 Program applicable in the county.
 - 2. Specific instructions on the preparation of forms used in connection with the determination of performance.
 - 3. Instructions on methods of making field measurements and the use of measuring equipment.
 - 4. Actual practice, under supervision, in making measurements and completing reports of performance on one or more farms.
 - 5. Specific instructions relative to the use of aerial photographs, including actual practice in indicating farm and field boundaries, making necessary supplemental measurements, and recording on report forms the data necessary for completion of reports of performance by the county office. The selection and proper training of farm checkers who are to work with aerial photographs and farm maps made from aerial photographs are extremely important. The training of farm checkers and also

those persons employed as planimeter operators in the county office should be conducted by qualified persons from the State office. Such training should include:

- (a) An adequate period of time (probably at least one day) in the county office to become familiar with the procedure for using aerial photographs and index maps.
- (b) At least one full day should be spent in the field with small groups (4 or 5) of farm checkers, instructing them in the method of indicating farm and field boundaries, and in making necessary field measurements. Such instructions should also include the recording of necessary data on the report of performance form and in the making of farm sketch maps.

D. Examination of Farm Checkers. At the close of the training period all persons having had such training may be considered eligible for employment as farm checkers only after satisfactorily passing an examination designed to determine their qualifications. It is recommended that such examination be given to prospective farm checkers under the direction of a person designated by the State office, and that the examination include (1) a written test on provisions of the program and the procedure with respect to which instructions were given during the training period, and (2) a field test on a farm involving the actual procedure in making measurements, preparation of report of performance forms, and the actual use of photographs.

E. Employment of Farm Checkers. After having passed the examination with a satisfactory grade, any such person may be employed as a farm checker if it is determined by the County Committee that he is otherwise qualified. It is recommended that a person employed as farm checker who has had no previous experience in checking performance be employed at a rate not to exceed \$4.00 per day and become eligible for a higher rate within the maximum permitted only after his work has been spotchecked and approved.

F. Spotchecking. The work done by the farm checkers and in the county office will be spotchecked under the direction of the State office in order to make sure that acreage figures and other basic data on which payments are to be made are being determined in the county in accordance with applicable instructions and approved provisions of the Program. The spotchecking of work done by the farm checker will include an adequate check on all of the work involved in making a complete report of performance. After each spotcheck the farm checker will be given a rating. The spotchecker will also, in connection with each

spotcheck report, make one of the following three recommendations:

1. That the work of the farm checker be approved, and that his employment be continued. In this event, a farm checker who had previously been employed at less than the maximum rate might reasonably be considered as eligible for a promotion in rate of pay not to exceed the permitted maximum.
2. That employment of the farm checker be continued only after additional training. In this event, the spot-checker will indicate the particular phase of the farm checker's work on which he needs further training. The County Committee should then arrange for giving the farm checker the necessary additional training, after which he may be employed at the original rate for a period not to exceed ten days before another spotcheck and rating by the spotchecker.
3. That the work of the farm checker is unsatisfactory and that his employment be discontinued. If this recommendation is made by the spotchecker, the County Committee will immediately discontinue employment of the farm checker. The recommendation of the spot-checker shall be final subject only to appeal to the State office.

No farm checker should be employed for a period of more than ten days prior to the initial spotcheck and submission of a spotcheck report. If, on the initial or any subsequent spotcheck, the work of the farm checker was not approved and the spotchecker recommended further training, the farm checker may be employed for not more than ten days before his work is again spotchecked.

SECTION II. PHOTOGRAPHIC MATERIALS PROVIDED FOR USE

This section describes the photographic materials provided for use in determining performance.

A. Aerial Photograph

1. Scale. The photographs as received by the county office will be enlargements made on double weight semi-matte paper at the approximate scale of 660 feet to the inch. In some cases there will be a departure from this scale to some extent, in which event the correct scale or a correction factor will be shown. At the scale of 660 feet = 1 inch on the photograph, 1 inch is equal to 10 chains and 1 square inch is equivalent to 10 acres.

2. Zones. In many cases the scale of the enlargement will vary from the desired scale of 660 feet = 1 inch because of tilt and topographic relief. To correct these conditions, the photograph is divided into zones, each of which will have an individual scale or correction factor. Lines are drawn on the face of the enlargement separating the zones. These lines are called zone lines. In counties where area factors are used, this correction factor multiplied by 10 is equivalent to the number of acres for each square inch within that particular zone on the photograph. For example: an area correction factor of 1.306 on a photograph indicates that within the zone on that particular photograph 1 square inch equals 13.06 acres.
 3. Net Area of Photographs. On the face of every enlargement will be indicated by a red line the net area within which measurements and tracings for farm maps should be made.
- B. PHOTO INDICES. Each county office is furnished photo indices at the approximate scale of 1 inch equals 1 mile, or 2 inches equal 1 mile. These indices will show by means of serial numbers the relative location of photographs in the county. The index will also serve to locate the photograph on which any particular farm appears by the study of the location of highways, villages, railroads, streams, etc.
- C. FARM MAPS. In counties where farm maps have been made from aerial photographs, the farm maps should, in most cases, be used in place of the aerial photograph in the field for determining performance.

In counties where farm maps are available and in which there is a large number of temporary boundaries which cannot be identified on the farm map, or in which substantial change in boundaries has occurred, the farm checker should have available in the field when checking performance the aerial photograph for use in identifying the exact location of such boundaries.

SECTION III. PURPOSE AND USE OF AERIAL PHOTOGRAPHS AND FARM MAPS

Aerial photographs and farm maps are provided as a means of determining accurately and effectively the acreages of crops and land uses. The aerial photograph is designed for use over an extended period. It is extremely important, therefore, that any process involving the preparation, handling, and use of photographs be performed in a manner and with sufficient care and accuracy to accomplish the purpose for which these materials are furnished. Too much emphasis cannot be placed on the importance of accuracy in using aerial photographs. Carelessly made or faulty identification of field boundaries on the photograph can destroy the value of all of the painstaking work previously performed in field surveys for

scale determination and in the computation of scale factors for the enlargements. Experience has shown that approximately 90 percent of the errors in acreage figures obtained from photographs can be attributed to careless or erroneous identification of boundaries. In addition, careless and erroneous identification requires that the work be done over and consequently increases the expenses of the county association.

SECTION IV. PREPARATION FOR PERFORMANCE WORK

- A. Forms to be Used. In counties where aerial photographs or farm maps are available for use, NER-322, Report of Performance, will be used in reporting performance on all farms on which performance is to be determined in 1939. Prior to the time performance work is started in the county, a copy of this form will be prepared in the county office in the following manner for each farm on which performance is to be determined:

Section I.-Persons Interested in This Farm. Enter names and addresses of persons interested in the farm as landlords, tenants, or sharecroppers insofar as this information is available.

Section II.-Division of Payment. Enter percentage shares only if a form ACP-95 has been executed with respect to the farm. If ACP-95 has not been executed for the farm all entries in this section will be determined and entered by the farm checker at the time of the farm inspection.

Section III.-Location of Farm and Description. Enter in this section insofar as is available information with respect to the location and description of the farm.

Section IX.-Record of Materials Furnished as Grant of Aid. Enter in this section in Columns (A) and (B) the kind and amount of materials furnished as grants of aid for use on the farm under the 1939 Agricultural Conservation Program. These entries should include any materials furnished in 1938 which can be applied for credit under the 1939 program.

Section X.-1939 Use of Land and Soil-Building Practices Carried Out. For the guidance of the farm checker entries will be made on lines 23, and 25 to 29, inclusive, of Column (A). Other entries in this section will be made after performance is checked.

Section XI.-Summary of Land Use and Payment Items. Enter in Column (D) applicable acreage allotments and usual acreages, if any, established for the farm under the 1939 program. Enter in Column (C) 1939 normal yield for allotment crops as determined for the farm for 1939. Enter also in Column (D), on lines 9, 10, and 11, respectively, the acreages of cropland, pasture, and commercial

orchard as used in computing the largest possible soil-building payment for the farm.

All of the data for this section may be obtained from the Notice of 1939 Agricultural Conservation Program (NER-309, NER-309-A, NER-314, or NER-314-A) or from NER-313, whichever source carries the finally approved data for the farm.

NER-Office Form-55 (Revised).

In accordance with instructions contained in NER-Adm-86 each county office, before field work is started, will list on NER-Office Form-55 (Revised) all farms on which performance is to be determined and, during the period of performance work, will keep a record of performance on such form.

B. Materials for Use of Farm Checker. Each farm checker employed in checking performance should be supplied with the following:

1. Copy of NER-300, with supplements.
2. Copy of NER-310 for the State, with supplements.
3. Copy of NER-322, properly prepared for each farm in accordance with Subsection A above.
4. Copy of 1939 Notice of Agricultural Conservation Program (NER-309, NER-309-A, NER-314, or NER-314-A), as previously prepared for the farm.
5. Copy of ACP-95 if such form has been executed for the farm.
6. A supply of blank copies of NER-322.
7. The most recent map of the farm and a copy of NER-218 or other form showing the most recently determined field acreages for the farm.
8. A supply of blank copies of NER-10 or other suitable paper for use in preparing sketch maps.
9. A measuring tape or chain.
10. Photographs on which farms to be checked are shown.
11. A board (of a type approved by the State office) upon which to fasten photographs for work in the field.
12. Suitable covering for the board.
13. Case or box for carrying photographs.
14. Red and blue pencils (Winner, Scripto, or other type approved by the State office).
15. A 6" flat engineer's scale, graduated to tenths and fiftieths of an inch.
16. A magnifying glass.
17. Sandpaper for sharpening pencils.
18. Large binder clips for fastening photographs to board.

Equipment specified in items 9, and 11 to 18, inclusive, will be provided by the County Association.

A sufficient number of photographs for use over a period of three to six days only should be issued to a farm checker at one time. At least once a week the farm checker should be

required to return to the office all photographs on which performance has been checked. Since the enlargements are of considerable value, some person in the county office should be designated to check the photographs in and out and to guard against shortage and misuse.

SECTION V. PROCEDURE FOR THE FARM CHECKER.

- A. The Farm Visit. When visiting the farm for the purpose of determining performance, the assistance of the 1939 operator or his designated representative should be obtained in making the determination of performance on the farm. In no event should the farm checker proceed in the determination of performance on a farm without the knowledge and consent of the owner or operator. In case the owner or operator objects to the proposed determination of performance on the farm, a note to that effect, signed and dated by the farm checker, should be made on the report of performance form and turned in to the county office.

In checking performance on a farm, the farm checker will walk over the fields and pasture sufficiently to determine for himself the 1939 crops grown and the practices carried out. Each field should be visited, irrespective of whether the acreage of the particular field is to be determined by the farm checker's measurement, by estimate, or by aerial photographs.

The farm checker should, insofar as practicable, identify farm and field boundaries and check performance on all of the farms lying on one photograph before working on other photographs in order that the photograph may be returned to the county office promptly, thus avoiding delay in the work of planimeter operators and computers in completing reports of performance in the county office.

- B. Acreages to be Measured. The following crops and land uses will be identified, supplemented by necessary field measurements, in such manner as to permit an accurate determination of acreage unless a record of accurate measurements previously made is available.

1. Tobacco. The harvested acreage of tobacco on all farms.
2. Potatoes.

- a. Potato Allotment Farms--The acreage planted to potatoes.
- b. Non-Allotment Potato Farms

- (1) In New York, Pennsylvania, New Jersey, Massachusetts, Rhode Island, Connecticut, and Cumberland County in Maine, the acreage planted to potatoes, unless such acreage together with other commercial vegetables is obviously less than 3 acres.
- (2) In Vermont, New Hampshire, and Maine (except Cumberland County), the acreage planted to potatoes unless the acreage planted for market is obviously less than 3 acres.

3. Wheat.

a. Wheat Allotment Farms--The acreage planted to wheat, unless this acreage has already been determined and reported on NER-302. Planted wheat acreage means the "acreage planted to wheat" as defined in Subsection D, Section II, of Bulletin NER-300, as amended by Supplement (1).

b. Non-allotment Wheat Farms.

(1) In New York and Pennsylvania, the acreage of wheat harvested for hay or grain unless obviously less than 8 acres.

(2) In New Jersey and Maine, the acreage of wheat harvested for hay or grain unless obviously less than 8 acres, or the usual acreage established for the farm, whichever is larger.

4. Commercial Vegetables.

a. Commercial Vegetable Allotment Farms--The acreage planted to commercial vegetables (including potatoes on farms with no potato allotment).

b. Non-allotment Commercial Vegetable Farms--In New York, Pennsylvania, New Jersey, Connecticut, Massachusetts, Rhode Island, and Cumberland County in Maine, the acreage planted to commercial vegetables (including potatoes on farms with no potato allotment), unless such acreage is obviously less than 3 acres.

5. Corn for Grain. The acreage of corn harvested for grain on all farms with a tobacco, potato, or wheat acreage allotment unless the acreage of corn harvested for grain is obviously less than 8 acres, or the usual acreage established for the farm, whichever is larger.

6. Soil-Building Practices. On all farms the acreages on which soil-building practices are carried out will be measured except that with respect to practices carried out on only a portion of a field an estimate will be accepted under the following conditions:

a. Where it is apparent from the evidence presented (such as receipts and sales slips of materials purchased) that the quantity of materials applied to a particular field is at least equal to the minimum requirements of the practice on the area in such field as estimated by the farm checker; or

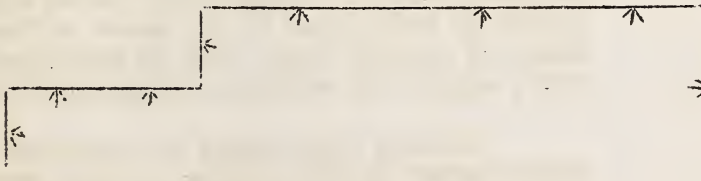
- b. Where it is evident that the total amount earned by practices carried out is at least 20 percent in excess of the largest possible soil-building payment for the farm.

7. For each farm which is being identified on aerial photographs in 1939 for the first time the entire acreage of cropland field by field and commercial orchards will be identified on the photograph in order that an accurate determination may be made from the photograph of all such acreage. In this event the boundaries of individual crops within a particular field are required to be carefully identified for purposes of accurate measurement only in accordance with Items 1 to 6, inclusive, in this Subsection B.

- C. Acreages to be Estimated. A careful estimate may be made of all crops and land uses the exact measurement of which is not specifically required in Subsection B above of this Section V. With respect to all acreage estimates, it is required that the farm checker and the farm operator agree on the estimate. If such agreement cannot be reached, the farm checker will measure the acreage in question or identify on the photograph the acreage in question so that the exact area may be determined from the photograph.

- D. Identification of Farms on Photograph. In making identification of farm and field boundaries as described below, it is necessary and required that the farm checker inspect all portions of the farm sufficiently to determine for himself the location of all boundaries described below for which an identification is required.

1. Farm Boundaries. Farm boundaries should be indicated on the face of the enlargement in red by small arrows placed inside of and at right angles to the boundary line and with the points just touching the line, thus:



A sufficient number of arrows should be used to indicate definitely the boundary line, but do not use more than are necessary.

In cases where the boundary line passes through a wooded area and cannot be definitely identified, the approximate position in the woods should be indicated by a red line. This line would not require the red arrows.

Where boundary lines lie within a shadow, extreme care should be used in indicating the boundary line on the photograph.

2. Recording Farm Numbers on Photographs. After the farm boundaries have been identified, the farm serial number should then be placed on the photograph in small, clear, red figures encircled. The number should be placed approximately in the center of the farm in such manner as will not interfere with the identification of fields. In the event that the entire area of a farm does not appear within the net area of the photograph each portion of the farm should be identified on the photograph on which it appears within the usable area of the photograph, and the number of the farm should appear within each such portion. In cases where only a small portion of the farm lies outside the net or usable area, it is permissible to identify such small portions outside the net area lines, in which event the same farm need not be identified on the adjacent photograph.
3. Field Boundaries.
 - a. Permanent Field Boundaries. Every field (including commercial orchards) having permanent boundaries such as fence lines, hedgerows, tree lines, streams, edges of woods, etc., should be identified by small blue arrows in the same manner as the farm boundaries were identified with the small red arrows. A letter should be inserted near the center of each permanent field of cropland with blue pencil, using printed capital letters, as A, B, C, D, etc. Permanent fields of non-crop land such as noncrop open pasture should not receive such a letter. Permanent pastures should be indicated by the letters "P. P." If there are several areas of pasture on a single farm, they should be lettered "P. P.-1", "P. P.-2", "P. P.-3", etc. If a different system of lettering permanent pasture has been used in a State, the system may be continued if authorized by the State office. Other areas of noncrop land, such as wasteland, woodland, etc., should not receive designating field letters.

Extreme care should be exercised by the farm checker in the placing of blue arrows. In many instances fence lines may not be clearly defined on the photograph. In such cases it will be necessary for the farm checker to study the photograph carefully to identify this line accurately. Considerable study may be necessary in the cases of fields adjacent to a woods in order to distinguish between the edge of the trees and the shadow line.

In rare cases it may be preferable and advisable to use solid blue lines instead of blue arrows. This usually occurs where irregular permanent field lines adjoin brush lines or wood lines. A solid blue line gives the planimeter operator a more definite line to follow than a large number of small arrows, which would be required in such cases.

- b. Temporary Boundaries. Wherever a field is devoted to two or more crops, the boundaries of which for purposes of accurate measurement need to be identified separately (in accordance with Section V-B above), and where such a subdivision can be readily identified on the photograph, the temporary crop boundary should be indicated on the enlargement by a broken line drawn by a sharp-pointed blue pencil.

Wherever such crop divisions for 1939 cannot be identified on the photograph, sufficient ground measurements will be made from features which can be identified on the photograph to determine the correct location of the crop boundaries. Where such measurements are necessary, the measurement should be indicated on NER-10, or other suitable sketch map. It is highly important that the so-called rough sketch maps be legible and complete. Such sketches are of little value unless the office personnel can readily identify and use the sketches in connection with the photographs. They should include the following: sketch of the field, subdivision letter, arrow indicating direction of north, a record of the measurements made and sufficient notes to permit the planimeter operator to properly compute all acreages.

Each field subdivision should be lettered for identification as illustrated by the following: Permanent Field "A" is divided into three 1939 crops as potatoes, corn, and wheat. Such subdivisions should be identified by "A-1", "A-2", and "A-3".

4. Small Areas.

- a. Cropland Not Devoted to Crops. In order to obtain accurately the acreage of crops for which acreage allotments are established, it will often be necessary to make a deduction from the total area of the field for strips of cropland within fields, probably along the border, which are not actually occupied by such crops. An example of such an area is a headland used for turning at the end of the rows. In such cases the farm checker will

determine the average width of such unused areas, and indicate on a rough sketch map of the field the approximate location, the measured width and also the length, if the length cannot be determined directly from the photograph.

Again the farm checker should take care that his notes are sufficiently clear and thorough enough to explain fully the existing condition.

- b. Wasteland. In some cases there will be small areas within the boundaries of the field, such as groups of trees, rock out-croppings, sink holes, etc. If such areas can be identified on the photograph, the boundaries of these areas should be indicated by a solid line made with a sharp-pointed pencil. The letter "W" should be placed within the boundaries of the area. In cases where such areas cannot be identified on the photograph, the farm checker should indicate on a rough sketch map, if possible, the dimensions of the areas of wasteland. However, in the case of small irregular areas, the acreage of which would be difficult to compute from any dimensions given, a careful estimate of the area from measurements made by the farm checker should be recorded on the sketch map and explained in notes.
- c. Building Group. The building group should be outlined on the aerial photograph by a blue line. Small areas used for gardens or fruit trees for home use, and other small areas, including farmyards around buildings, should be identified as part of the building group.

E. Preparation of NER-322 by the Farm Checker

- 1. Content of Complete Report. A complete report of performance turned in to the county office by the farm checker should consist of the following:
 - a. A completed copy of NER-322.
 - b. An aerial photograph (with sketch map showing all measurements made) on which the fields and 1939 crops have been identified.
 - c. Field notes showing computation of acreages from measurements made and any special data or recommendations relative to determination of performance on each farm.
 - d. All other material applicable to the farm which was taken from the county office.

2. Entries on NER-322.

- a. Section I. Persons Interested in This Farm.
The farm checker will verify the entries made in this section by the county office and will make the necessary additions or corrections. This section should carry a record of the names, addresses, and relationship to the farm of all persons interested in the farm as landlord, tenant, or sharecropper.
- b. Section II. Division of Payment. The farm checker will enter in Columns (A), (B), (C), and (D), opposite each person's name, the percentage share of the tobacco, potato, wheat, and commercial vegetables grown on the farm in 1939, or the proceeds thereof (other than a fixed commodity payment) to which each such person was entitled as of the time of harvest. Enter in Column (E) a percentage figure representing each person's contribution to soil-building practices carried out on the farm. The sum of all percentage figures in each column must equal 100.
- c. Section III. Location and Description of Farm. The farm checker will check entries already made in this section by the county office and will make such additional entries or corrections as may be necessary to constitute a complete record and description of all land included in the farm in 1939. Such record will be made in accordance with specific instructions issued by the State office.
- d. Section IV. Other Farms in Which Persons Shown in Section I Have an Interest.

Column (A): Enter the names of persons whose names appear in Section I, Column (A) above, who, as landlord, tenant, or sharecropper, are entitled to share in the crops produced on any other farm or who contributed to the carrying out of soil-building practices on any other farm.

Column (B): Enter the total number of any other farms in the county on which each such person, as landlord, tenant, or sharecropper is entitled to share in the crops harvested in 1939 or on which each such person contributed to the carrying out of soil-building practices.

Column (C): Enter the farm serial number, if available, and, if not, the name of the operator or owner of each such other farm within the county.

Column (D): Enter the total number of other farms in other counties within this same State in which the person whose name appears in Section I, Column (A), as landlord, tenant, or sharecropper, is entitled to share in the crops harvested in 1939 or on which each such person contributed to the carrying-out of soil-building practices.

Column (E): Enter the name(s) of the other counties in this same State in which such other farms as are entered in Column (D) are located.

(Since the following instructions for Columns (F) and (G) will only be applicable in a very few cases, and for the most part only to corporations, it is suggested that unless otherwise instructed the entries in these columns will be determined and entered by the county office instead of by the farm checker. The State office will issue special instructions with respect to the procedure to be followed in such cases.)

Column (F): Enter the number of farms located in other States with respect to which any person, shown in Section I, Column (A), other than an individual, partnership, or estate has filed or will file an application for payment under the 1939 Agricultural Conservation Program, the 1939 Range Conservation Program, the 1939 Naval Stores Program, or the 1939 Conservation Program for the Insular Region.

Column (G): Enter the name of the State(s) in which the other farms referred to in Column (F) are located.

- e. Section V. Certifications. After the farm checker has completed all other sections of the report of performance, he will either read to or have the farm operator or his designated representative read Part I, Section V. The producer or his representative will date and sign the certification in the spaces provided, for first inspection, or for second or final inspection, as the case may be.

The farm checker will then complete his certification in Part 2 of this Section V by dating and affixing his signature in the spaces provided, for first inspection, or for second or final inspection, as the case may be.

The completed report of performance should then be forwarded to the county office, together with all other material constituting a complete report of performance as listed in Subsection E, item 1, of this Section V. (Procedure for the Farm Checker)

- f. Section VI. Record of Materials Purchased. This Section is designated for use in recording all material purchased or on hand on the farm which the producer used or could have used for carrying out soil-building practices in connection with the 1939 Agricultural Conservation Program. It is believed that the maintenance of such a record from year to year of materials purchased, used, and carried over will be of value. However, inasmuch as such record has not previously been kept in all States, the use of this section is optional with the State office. In States where this section is used the following entries will be made by the farm checker:

"Date". Record in this column the date materials were purchased as shown on the sales slip of the purchase.

"Kind". Enter in this column the kinds of all materials such as "ground limestone", "20% super-phosphate", etc. which were or could have been used in carrying out soil-building practices.

"Amount". Enter in this column the total amount of all such materials.

"From Whom Purchased". Enter here the name of the person, dealer, or agency from whom such material was purchased or otherwise acquired. If any such material was produced on the farm, this fact should be so indicated in this column.

"Field Letters". Enter here the field letter(s) of the fields to which such materials were applied.

"Crop". Enter here the name of the crop(s) grown in this field in 1939 to which the material was applied.

"Amount Applied 1939". In this column enter the actual amount of the material applied in 1939.

"Amount Now on Hand". In the event the producer did not use all the materials purchased, enter in this column the amount he has on hand to carry over for future use.

- g. Section VII. Special Farm Data. No entries are required to be made in this section.
- h. Section VIII. Remarks. This section may be used by the farm checker to report any unusual circumstances not otherwise provided for in the report of performance, such as:

- (1) A report that certain fields should be re-inspected after additional practices have been completed that would affect the payment for the farm in 1939; or that changes will be made in crops planted or land use that would affect performance on the farm for 1939.
- (2) A report as to whether any changes were made in cropping operations, leasing agreements, or any other scheme or device is being employed by any person, the effect of which is to deprive another of payment to which he normally would be entitled. Any such changes should be noted and fully explained.
- (3) If any crop for which payment will be computed is not grown on the farm in 1939, or if, due to crop failure, the acreages of the crops are reduced sufficiently to affect materially the share of any person in the crops, the farm checker will list the field letters, the names and the acreages of the crops not grown, the acreages of crop failures, and the percentage division of such crops if they had been planted and harvested, together with any other applicable information.

- i. Section IX. Record of Materials Furnished as Grant of Aid. Entries will be made in Columns (C) and (D) of this section only as directed by the State office.
- j. Section X. 1939 Use of Land and Soil-Building Practices Carried Out. All acreage figures entered in Columns (A) and (C) as indicated below refer to field acreages (either fields with permanent boundaries or subdivisions thereof), as contrasted with acreage figures entered in Column (E), which represent crop acreages. Such crop acreages in Column (E) plus any idle land as entered in Column (F) should equal the entry in Column (C) for the same field..

Column (A): Estimated Acres.

- (1) In counties where photographs are being used in 1939 for the first time and for farms on which acreage determinations have previously been made, enter in this column the field acreages as previously determined and accepted.
- (2) In counties and on farms where acreages have previously been determined by photographs, no

entries are required in this column.

- (3) For farms on which compliance is being determined in 1939 and for which no recent acreage determinations have been made, enter in this column an estimate of the acreage in each field as agreed upon by the operator and the farm checker.
- (4) Where acreages previously determined from photographs are not available and in cases where two or more crops, the exact measurement of each of which is not required, are grown simultaneously on the same field, the farm checker may, for the guidance of the county office, enter in Column (A) the estimated acreage of that part of the field occupied by one or both of such crops.

Column (B): Field Letter. Enter on Lines 1 to 22 the field letters (A, B, C, D, or A-1, A-2, A-3, etc.) as indicated on the aerial photograph or farm map, whichever is being used.

Column (C): Measured acres. No entries will be made in this column by the farm checker. Entries in this column will be made in the county office after the report of performance has been completed and turned in to the county office and the fields have been planimetered. Estimated acreages will be entered by the farm checker in Column (A) in accordance with above instructions for entries in Column (A).

Column (D): Use of Land.

- (1) Description of Crops. Enter the actual 1939 cropland use, including grain seeded in the fall of 1938 for harvest in 1939. In the case of grain crops grown as nurse crops, this fact should be indicated as part of the description of the crop, showing whether the crop was cut for hay or for grain. The entries for all crops for which allotments are established or deductions computed will be the planted acreages of such crops, except that the description of the crop and the acreages to be entered in this section will relate to harvested acres of wheat on non-allotment wheat farms, to harvested acres of corn for grain on all farms, and to harvested acres of tobacco on all farms. However, in the case of new tobacco allotment farms (that is, farms on which tobacco is grown in 1939 for the

first time since 1934), the farm checker's description of the crop as entered in Column (D) will include an estimate of the planted acreage of tobacco, provided he finds that the planted acreage was in excess of the harvested acreage. In this event, the farm checker will also include sufficient data on his sketch map and in field notes to permit the county office to determine accurately the planted acreage of tobacco.

- (2) Crops Interplanted in Orchards. In cases where a soil-depleting crop is interplanted in an orchard, this fact should be indicated by the notation "Int." as part of the description of such crop; the total acreage of all such interplanted crops should be carried down to Line 24 (b) (Commercial Orchard Interplanted).
- (3) Multiple Cropping. In all cases where two or more crops are grown consecutively on the same land, each such crop will be entered separately in Column (D), either by using a separate space for each crop or by dividing a single space horizontally, entering the crops, one below the other, in the order in which such crops were planted. If a separate horizontal space is used for each such crop, the farm checker should be particularly careful to show in Column (B) the same designating field letter in each space.

Column (E): Crop Acreage. Except in the case of crops interplanted in Commercial Orchards, the boundaries of which cannot be readily identified on the photograph, entries will be made in this column in the county office after acreages as identified by the farm checker have been determined from the photograph or farm map.

Column (F): Idle. This column is for recording the differences between the total area of the field as recorded in Column (C) and the area actually occupied by the crop as shown in Column (E). Such acreages will represent temporary roads, headlands, and other small areas not actually occupied by the crop. The sketch map and notes turned in by the farm checker should show sufficient data to permit a determination by the county office of the entries for Column (F).

Report of Practices Carried Out. Practices carried out on a certain field can in most instances be so listed that

the field letter appearing in Column (B) will also serve to indicate the field upon which the practice was carried out. In instances where more than one practice was carried out on a given field, enter each practice in a separate space in Column (H) and use a bracket to indicate that all such practices were carried out on the same field.

Column (G): Practice No. Enter the number of the practice listed in State Bulletin NER-310, as supplemented, which identifies the practice to be described in Column (H).

Column (H): Description of Practice and Materials Used. Enter a description of the approved practices carried out on each field. In the case of practices involving the application of lime, fertilizer, or grass seeding materials, the description of practices should show the kind, analysis, and total amount of materials applied and also the name of the crop in connection with which such application was made. For example, 9,000 pounds of ground limestone are applied in connection with a legume seeding which is made with a nurse crop of oats which is cut for grain; the description of such practice should contain the following information and might read as follows: "9,000# ground limestone, 43 percent total oxides, 95 percent through 20 mesh screen, with oats for grain seeded with clover and timothy". Abbreviate if necessary. "Brand" names of lime or other materials may be used if such brand name sufficiently identifies the material and analysis.

In the case of an application of a complete fertilizer on a seeding with a nurse crop harvested for grain, the description should read: "6,000# of 4-16-4 with oats for grain seeded with clover and timothy".

In any event, where practices are carried out in connection with legume seedings made with grain for a nurse crop, it should be clearly indicated in Column (H) whether the nurse crop was harvested for hay or for grain. In recording all materials used to carry out a practice, sufficient information should be given to permit the county and State offices to determine readily the analysis, kind, and amount of materials used.

Column (I): Grant of Aid. Indicate by check (✓) mark if the materials applied were furnished as grants of aid. If only a portion of the materials applied to a certain field was furnished as grants of aid, a notation will be made in Column (H) showing the amount which was furnished as grants of aid.

Column (J): Acres. Enter the number of acres on which the practice was carried out. For example, if lime was applied to permanent pasture land, there will be entered on Line 25 in Column (J) the number of acres of pasture on which the lime was applied.

Entries in this column of the number of acres on which the practice was carried out will in most cases be made by the county office after acreages have been determined from the photograph. However, the farm checker will make entries in Column (J) if materials were applied to the entire field the exact acreage of which has been previously determined. If materials were not applied to the entire field, the farm checker will estimate and enter in Column (J) the acreage on which the material was applied only in accordance with instructions for measuring and estimating acreages as contained in Section V - B above.

In all other cases where materials were applied to only a portion of a field, the farm checker will identify on the photograph, supplemented by a sketch map and notes, the area on which the material was applied to permit the acreage to be accurately determined from the photograph.

Column (K): Amount Earned. The amount of soil-building payment earned by the practices described in Column (H) can, of course, be determined only after correct acreage figures have been recorded in Column (J). However, for the purpose of advising the farmer tentatively as to whether he has completely earned the largest possible soil-building payment for the farm, the acreages and the amount earned by practices may be estimated by the farm checker by making an informal computation on a separate sheet of paper. The farm checker should be particularly careful, however, to make sure that the farmer understands that such a determination is only tentative and is subject to the approval of the County Committee.

Column (L): Units Earned. No entries by the farm checker are necessary in this column.

Orchards.

- (1) Non-Commercial Orchards. Fields occupied by non-commercial orchards not interplanted will be entered as such on Lines 1 to 22, the same as other cropland uses. If the non-commercial orchard is interplanted, the field will be classified as devoted to the interplanted crop, the crop average being entered in Column (E) and the area devoted to the trees being entered in Column (F).

- (2) Line 24. Commercial Orchards Not Interplanted. For farms not previously measured by photography, the farm checker will enter in Column (A) the estimated acreage of the orchard. On farms for which acreages have been previously determined from the photograph, the farm checker will enter the total area of the orchard both in Columns (A) and (C), except that if the boundaries of the orchard are not the same as in 1938, the farm checker will identify the 1939 boundaries on the photograph, supplemented by a sketch and notes if necessary, and enter only an estimated acreage in Column (A).
- (3) Line 24. Commercial Orchards Interplanted. An orchard will be considered as interplanted only if interplanted to crops for which payments or deductions may be computed. All other crops in an orchard will be disregarded and the total area will be classified as orchard. Entries for orchards interplanted will be as follows:

For farms on which acreage has not previously been determined by photography or on which the area of the orchard is not the same as in 1938, the farm checker will enter in the space provided on Line 24 (b) the acreage of the interplanted crops as entered in Column (E) above, and on Line 24 in Column (A) the difference between the estimated total area of the orchard in 1939 and the acreage of the interplanted crops.

For farms on which acreages have been previously determined and on which the area of the orchard is the same as in 1938, enter on Line 24 (a) the total area of the orchard; on Line 24 (b) the acreage of interplanted crops; and on Line 24, both in Columns (A) and (C), the net area of the orchard, which will be the difference between the entries on Lines 24 (a) and 24 (b).

Lines 25, 26, 27, 28, and 29.

Column (A): If entries have previously been made for these items in Column (A) by the county office, such entries will be verified by the farm checker, and corrected if necessary to reflect changes, if any, which have occurred since the previous determination. Any such corrections will be made by drawing a line through the entry and entering the correct entry above the original entry.

Column (B): Enter on Line 25 the letters designating fenced open non-crop pasture as shown on the photograph. No entries are required for Items 26, 27, and 28.

Column (C): On farms for which acreages have previously been determined from the photograph and on which the farm checker determines that there have been no changes in these items since 1938, the farm checker will enter in Column (C) such previously determined acreages on Lines 25 to 29, inclusive.

For all other farms these entries in Column (C) will be made by the county office.

F. Reporting Soil-Building Practices.

1. Special Evidence. Any evidence of soil-building practices carried out which may be required by supplementary instructions issued by the State office or the county office will be obtained by the farm checker and turned in as part of his report of performance.
2. Prior Approval. With respect to woodland practices, soil erosion practices, or other practices to be carried out only after prior approval of the county committee, the farm checker will make a special determination and report as to whether the practices have been carried out in accordance with specifications contained in such prior approval.
3. Materials Furnished by State or Federal Agencies. Practices carried out with labor or materials one-half or more of which are furnished by a State or Federal agency other than the Agricultural Adjustment Administration will be listed in Section X of NER-322, except that no credit for such practices will be allowed. In this event, a notation will be made by the farm checker in Column (H) indicating the name of the agency and that one-half or more of the labor or materials were furnished by such agency.

If less than one-half of the labor or materials are furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the credit otherwise earned will be allowed. In this event, a notation will be made by the farm checker in Column (H) indicating the name of the agency, and a statement that less than one-half of the labor or materials were furnished by such agency.

SECTION VI. COUNTY OFFICE PROCEDURE FOR COMPLETING REPORTS OF PERFORMANCE

- A. General Procedure. Necessary acreages will be determined by planimeter operators and computers in the county office after the report of performance is submitted by the farm checker. Acreages will be determined from the photographs on which 1939 crops have been identified, and after the report of performance, including sketch

maps showing field measurements made, together with sufficient explanatory notes, has been turned in to the office by the farm checker. This work will be done by persons who have received special training in the operation of planimeters and in the computation of acreages by this method.

Fractions. Fractions of acres shall be expressed to the nearest tenth of an acre, and fractions in hundredths amounting to five or less shall be dropped, while those amounting to more than five hundredths shall be considered as a whole tenth. For example, 6.12 would be 6.1; 6.15 would be 6.1; while 6.16 would become 6.2.

As reports of performance are returned to the county office by farm checkers, all entries will be reviewed by the county office for completeness and accuracy. Entries which are not clear, complete, and accurate should be noted and called to the attention of the farm checker who submitted the report. Where necessary, the report of performance will be returned to the farm checker with sufficient instructions to enable him to explain, complete, or correct questionable or incorrect entries. Errors by the farm checker in the computation of acreages from field measurements may be corrected in the county office, but should in all cases be called to the attention of the farm checker. Such corrections should be made, not by erasing incorrect entries and substituting correct entries therefor, but by drawing a line through the original incorrect entry and placing the correct entry above or beside the original entry. Such corrections should be initialed by the person making them.

B. Review of Data Reported by Farm Checker and Procedure for Completing Report by County Office.

1. Section I of NER-322. The names and addresses of persons reported in this section as interested in the farm and the relationship of each to the farm should be checked to determine that such entries are legible and complete.
2. Section II of NER-322. The data in this section should be checked particularly to determine that the sum of the percentage shares shown in each column equals 100. In the case of farms for which an ACP-95 has been executed, the percentage shares as shown in this section should be checked in order to determine that they agree with the percentage shares as shown on ACP-95.
3. Section III of NER-322. An examination should be made of the data in this section to make sure that the land covered by the report of performance is adequately described and that any other land constituting a part of the farm covered by another report of performance is adequately described and identified.

4. Section IV of NER-322. In connection with entries in Column (C) of this section showing the names of operators or owners and serial numbers of other farms in the county in which a person sharing in the payment on this farm has an interest, a record should be maintained in the county office of all persons who are reported as having an interest in two or more farms in the county. Such record should be kept on the regular card index file maintained by the county office. This is necessary in order that arrangement may be made, in accordance with Section XVII-C of the Regional Bulletin (NER-300), to obtain reports of performance on all farms in the county in which a person has an interest.

A similar record will be kept of the number and location of other farms in other counties within this same State, as recorded in Columns (D) and (E). Such records should be kept currently available for submission to the State office upon request.

The entries to be made in Columns (F) and (G) and the record to be kept thereof will be in accordance with instructions issued by the State office.

5. Section V of NER-322. Check the entries in this section to make sure that the appropriate dates and signatures have been properly recorded.
6. Section VI of NER-322. In the event entries have been made in this section, the data recorded will be of particular value in those counties where a similar record was kept in 1938. In this event, the record of the kind and amount of materials carried over from 1938, plus the record of the kind and amount of materials purchased in 1939, should be checked to determine that such amounts are at least equal to the amount reported as having been applied in 1939. In all cases, however, the amount reported in this section as having been applied in 1939 should be compared with the amount of materials reported in Section X as having been applied in 1939.
7. Section IX of NER-322. Verify the entries in Columns (A) and (B) to determine that they are correct and complete. Summarize and enter in Columns (C) and (D) the kind and amount of materials furnished as grants of aid and reported to have been applied in Section X of NER-322. Then make the following determinations with respect to the entries in this section.
 - a. Column (C). That the total amount applied is the same as the amount furnished as shown in Column (B). If the amount of material recorded in Column (C) as having been applied is greater than the

amount shown in Column (B) as having been furnished, a further check should be made to determine which figure is correct. If the amount shown in Column (C) is less than that shown in Column (B), the report should be suspended pending a determination as to the disposition which has been made of the amount of materials furnished but which have not applied.

- b. Column (D): Determine whether the record of materials applied for credit as shown in Section X is in accordance with approved instructions with respect to the use of materials furnished as grants of aid. Determine also whether the record of materials applied for credit as shown in Column (D) is correct and in accordance with the record of materials applied for credit as shown in Section X of the report. If the entry in Column (D) as thus determined is less than the entry in Column (B) for the same kind of material, the County Committee will determine, prior to the preparation of the application for payment, the amount of material not applied for credit which was not used in substantial accordance with the purposes for which such materials were furnished. This amount, as determined by the County Committee, will be entered on the blank line just below this section and will be the entry for the application blank with respect to which a double deduction will be made.

8. Section X of NER-322.

- a. Record of crops and land uses. Acreages to be determined by the county office and entered in Columns (C), (E), and (F) will be determined from the photograph in conjunction with the sketch map and notes turned in by the farm checker.

Column (C): Unless previously recorded by the farm checker from the record made available to him, the county office will determine and enter in Column (C) the acreage of each field as determined from the photograph. The total of Column (C) on Line 23 will represent the total acreage of cropland on the farm in 1939.

Columns (E) and (F): Enter in Column (E) the actual acreage of that portion of the field occupied by the crop. Enter in Column (F) the difference between the total area of the field as indicated in Column (C) and the area actually occupied by the crop as shown in Column (E).

If, in Column (D), the farm checker has indicated an estimated planted acreage of tobacco, the county office will compute such acreage accurately and enter it in Column (B) of Section XI, just above the word "tobacco".

If two or more crops are grown consecutively on the same land, the acreage of each such crop will be entered in Column (E) opposite the name of the crop. In all such cases enter in Column (F) only the difference between the acreage of the first planted of such crops and the total area of the field as shown in Column (C). For all except the first planted of such crops make no entry in Column (F).

- (1) If an allotment crop 1/ is followed on the same land by one or more different allotment crops, the actual acreage of each such crop will be entered in Column (E) opposite the name of each such crop, and the acreage of all except the first crop will be circled.
- (2) If an allotment crop is followed on the same land by the same allotment crop, the acreage of the crop will be counted only once. In this event the acreage to be entered in Column (E) is the acreage of whichever of such crops is the larger.
- (3) If an allotment crop is preceded by or is followed on the same land by a non-allotment crop, the acreage to be entered in Column (E) will be the acreage determined for the allotment crop.
- (4) If a non-allotment crop is followed on the same land by the same or by a different non-allotment crop, the acreage to be entered in Column (E) will be the acreage of the first of such crops to reach maturity. If neither of such crops reaches maturity, the entry in Column (E) will be the acreage of the first planted of such crops.

Totals of Columns (E) and (F). There will be entered on Line 23 in Column (E) the total of uncircled entries in Column (E), Lines 1 to 22 inclusive. There will also be entered as a separate entry and circled on Line 23 in Column (E) the total of circled entries in Column (E), Lines 1 to 22 inclusive. Enter on Line 23 in Column (F) the sum of the entries in Column (F) on Lines 1 to 22 inclusive.

1/ An allotment crop as referred to in this paragraph (1) and the following paragraphs (2), (3), and (4) means any crop for which a payment or deduction may be computed, including tobacco, potatoes, wheat, commercial vegetables, and corn for grain.

The sum of the uncircled entries in Columns (E) and (F) for each field should in all cases equal the total area of the field as recorded in Column (C). Accordingly, the total of uncircled entries in Column (E) plus the total of the entries in Column (F) as recorded on Line 23, should in all cases be equal to the acreage of total cropland on the farm as recorded on Line 23, Column (C). The total circled entry on Line 23 of Column (E) should be equal to the sum of circled entries for all fields in Column (E) and represents the acreage of allotment crops grown following other allotment crops on the same land.

b. Record of Soil-Building Practices.

Column (H): The county office will check carefully the description of each approved soil-building practice carried out as reported by the farm checker in Column (H) to determine that the description provides sufficient data upon which to compute the credit earned for each such practice.

Column (J): The county office will verify the farm checker's entries in Column (J) and will compute and enter all other necessary acreages not previously entered by the farm checker with respect to the acreage on which practices are carried out.

Column (K): There will be entered in Column (K) by the county office the amount of credit in dollars earned for each and all practices carried out.

Column (L): Prior to the preparation of applications for payment, it will also be necessary for the county office to compute and enter in Column (L) the number of units of credit earned by each and all soil-building practices carried out. This computation will be made by dividing the entry in Column (K) by \$1.50, the resulting units being carried to the nearest tenth of a unit.

9. Section XII of NEW-322, Summary of Practices. For convenience in obtaining the total number of units of each practice carried out, the number of units of each practice as recorded for each of several fields in Column (L), Section X, will be recorded in Columns (A) to (F), respectively, in Section XII, inserting the number of each such practice in the column heading. The units thus entered in each column will be added, thus obtaining a total of each practice to be recorded on Line 10. All entries on Line 10 at the bottom of each column will then be added, horizontally, and the total entered in the space provided, making sure that such total of all practices carried out is the same as the total of Column (L) of Section X.

10. Section XI of NEW-322.

- a. Column (A): 1939 Acreage. There will be recorded in this column as totals for the farm a summary of 1939 crops called for in Items 1 to 7, inclusive, the entries to be obtained from Column (E) of Section X.

In case two or more allotment crops are grown consecutively on the same land, the second of which is entered as a circled entry in Column (E), the acreage of each of these crops will be recorded in this column. No entries in Column (A) will be circled. For example, if 5 acres of potatoes are planted on each of 4 fields and the potatoes on 2 fields are followed by commercial vegetables (shown as circled entries in Column (E)), the entry on Line 3 of Column (A) of Section XI would be "20" acres, and the entry on Line 5 would be "10" acres.

If there is double cropping on the same land of a single allotment crop, such as commercial vegetables followed by commercial vegetables, the acreage of the crop will be counted only once.

Line 1. Enter here the total acreage of tobacco harvested on the farm in 1939.

Line 2. Enter on this line for wheat allotment farms only the total acreage of wheat planted on the farm in 1939. Particular care should be exercised to make certain that this acreage is the acreage defined in Subsection D, Section II, of Bulletin NER-300, as amended by Supplement (1), as "acreage planted to wheat".

Line 3. Enter here the acreage of potatoes planted on the farm in 1939.

Line 4. Making no entry on this line.

Line 5. Enter here the total acreage of commercial vegetables planted on the farm in 1939.

Line 6. Enter here for non-allotment wheat farms only the acreage of wheat harvested on the farm in 1939. The harvested acreage recorded on this line should be determined in accordance with Subsection B of Section IX of NER-300, as amended by Supplement (1) thereto.

Line 7. Enter here the total acreage of corn harvested for grain on the farm in 1939.

Line 8. Enter here the total of acreages recorded on Lines 1 to 7.

- b. Column (F): Transfer to Line 1 of the subtotal from Line 8 of Column (A). Record on Lines 2 to 10, inclusive, in this column a summary of the acreages of all other crops and land uses on the farm as shown by the field by field record in Column (E) of Section X. The total of cropland uses on Line 11 of Column (F) should agree with the sum of the circled and uncircled entries as recorded on Line 23, Column (E), of Section X.
- c. Columns (C) and (D): Items 1 to 7, Inclusive. All of the entries for these items should again be verified to determine that they represent the approved figures for the farm. However, in case the farm checker has shown on this report that the farming unit operated in 1939 has changed since the original figures were approved for the farm, the entries in Columns (C) and (D), Items 1 to 7, will be adjusted to reflect correctly the change in farming unit; all such changes, however, will first be made on the listing sheet, NER-313, being sure that none of such changes causes applicable county limits to be exceeded.

In the case of "new tobacco allotment farms"--that is, those farms on which tobacco is produced in 1939 for the first time since 1934--the county office should make sure that the tobacco allotment as recorded on Line 1 of Column (D) does not exceed the entry, if any, on Line 1 of Column (B), just above the word "tobacco", representing the planted acreage of tobacco. If such planted acreage of tobacco is in excess of the harvested acreage, as recorded on Line 1 of Column (A), the tobacco allotment shall be corrected so that it will not exceed such planted acreage. This correction will be made by drawing a line through the original entry and inserting the correct entry just above.

- d. Column (D): Items 9, 10, and 11. The entries for these items will again be verified to determine that they reflect the proper acreages for the farm being operated in 1939.

In case the farm checker shows on his report that the farming unit operated in 1939 is not the same unit as was operated in 1938, the entries in Items 9, 10, and 11 will be adjusted to reflect the change in farming unit. In all other cases these items will remain the same as originally determined and accepted.

This Section XI properly completed will contain all of the acreage items needed for the preparation of the 1939 application for payment.

- C. Materials Furnished by State or Federal agencies. If the report of performance turned in by the farm checker shows that any labor or materials used in carrying out soil-building practices were furnished by any State or Federal agency other than the Agricultural Adjustment Administration, but the record is not sufficiently complete to show the proportion which such labor and materials were of the total labor and materials used to carrying out the practice, this information will be obtained from the agency reported to have furnished such labor or materials. There is no requirement that Form ACP-74, "Report of Soil-Building Practices Carried Out on Farms of Soil Conservation Cooperators", be used as in 1938. This form, however, may, by agreement between the State office and the State Soil Conservation Service Coordinator, be used as in 1938 if this is determined to be the best way of providing the necessary information.

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Agricultural Adjustment Administration.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTHEAST DIVISION

1939 AGRICULTURAL CONSERVATION PROGRAM

NORTHEAST REGION

COUNTY PROCEDURE FOR DETERMINATION AND
REPORT OF PERFORMANCE

(Applicable in Counties Using Aerial Photographs)

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SECTION I. INTRODUCTION

This bulletin contains the procedure to be followed in the determination and report of performance in counties using aerial photographs or farm maps under the 1939 Agricultural Conservation Program.

A. Duties of the county committee.—The county committee will be responsible for the selection, training, and employment of farm checkers (previously referred to as supervisors) and other employees for determining performance under the 1939 program, and will be held directly responsible for an accurate and efficient determination of performance on farms in the county.

B. Selection of farm checkers.—Members of the county committee are not eligible for employment as farm checkers in determining performance. The first duty of the county committee is the selection of the persons to be given training as farm checkers. Only those persons who in the best judgment of the county committee can reasonably be expected to do reliable and satisfactory work should be selected for training.

C. Training of farm checkers.—The county committee will arrange with the State office for necessary assistance in training prospective farm checkers. Each person selected should, prior to employment, be given thorough training, including the following:

1. Instructions with respect to provisions of the 1939 program applicable in the county.

2. Specific instructions on the preparation of forms used in connection with the determination of performance.

3. Instructions on methods of making field measurements and the use of measuring equipment.

4. Actual practice, under supervision, in making measurements and completing reports of performance on one or more farms.

5. Specific instructions relative to the use of aerial photographs, including actual practice in indicating farm and field boundaries, making necessary supplemental measurements, and recording on report forms the data necessary for completion of reports of performance by the county office. The selection and proper training of farm checkers who are to work with aerial photographs and farm maps made from aerial photographs are extremely important. The training of farm checkers and also those persons employed as planimeter operators in the county office should be conducted by qualified persons from the State office. Such training should include:

- (a) An adequate period of time (probably at least 1 day) in the county office to become familiar with the procedure for using aerial photographs and index maps.

- (b) At least 1 full day should be spent in the field with small groups (4 or 5) of farm checkers, instructing them in the method of indicating farm and field boundaries, and in making necessary field measurements. Such instructions should also include the recording of necessary data on the report of performance form and in the making of farm sketch maps.

D. Examination of farm checkers.—At the close of the training period all persons having had such training may be considered eligible for employment as farm checkers only after satisfactorily pass-

ing an examination designed to determine their qualifications. It is recommended that such examination be given to prospective farm checkers under the direction of a person designated by the State office, and that the examination include (1) a written test on provisions of the program and the procedure with respect to which instructions were given during the training period, and (2) a field test on a farm involving the actual procedure in making measurements, preparation of report of performance forms, and the actual use of photographs.

E. Employment of farm checkers.—After having passed the examination with a satisfactory grade, any such person may be employed as a farm checker if it is determined by the county committee that he is otherwise qualified. It is recommended that a person employed as farm checker who has had no previous experience in checking performance be employed at a rate not to exceed \$4.00 per day and become eligible for a higher rate within the maximum permitted only after his work has been spotchecked and approved.

F. Spotchecking.—The work done by the farm checkers and in the county office will be spotchecked under the direction of the State office in order to make sure that acreage figures and other basic data on which payments are to be made are being determined in the county in accordance with applicable instructions and approved provisions of the Program. The spotchecking of work done by the farm checker will include an adequate check on all of the work involved in making a complete report of performance. After each spotcheck the farm checker will be given a rating. The spotchecker will also, in connection with each spotcheck report, make one of the following three recommendations:

1. That the work of the farm checker be approved, and that his employment be continued.—In this event, a farm checker who had previously been employed at less than the maximum rate might reasonably be considered as eligible for a promotion in rate of pay not to exceed the permitted maximum.

2. That employment of the farm checker be continued only after additional training.—In this event, the spotchecker will indicate the particular phase of the farm checker's work on which he needs further training. The county committee should then arrange for giving the farm checker the necessary additional training, after which he may be employed at the original rate for a period not to exceed 10 days before another spotcheck and rating by the spotchecker.

3. That the work of the farm checker is unsatisfactory and that his employment be discontinued.—If this recommendation is made by the spotchecker, the county committee will immediately discontinue employment of the farm checker. The recommendation of the spotchecker shall be final subject only to appeal to the State office.

No farm checker should be employed for a period of more than 10 days prior to the initial spotcheck and submission of a spotcheck report. If, on the initial or any subsequent spotcheck, the work of the farm checker was not approved and the spotchecker recommended further training, the farm checker may be employed for not more than 10 days before his work is again spotchecked.

SECTION II. PHOTOGRAPHIC MATERIALS PROVIDED FOR USE

This section describes the photographic materials provided for use in determining performance.

A. AERIAL PHOTOGRAPH

1. **Scale.**—The photographs as received by the county office will be enlargements made on double weight semi-matte paper at the approximate scale of 660 feet to the inch. In some cases there will be a departure from this scale to some extent, in which event the correct scale or a correction factor will be shown. At the scale of 660 feet=1 inch on the photograph, 1 inch is equal to 10 chains and 1 square inch is equivalent to 10 acres.

2. **Zones.**—In many cases the scale of the enlargement will vary from the desired scale of 660 feet=1 inch because of tilt and topographic relief. To correct these conditions, the photograph is divided into zones, each of which will have an individual scale or correction factor. Lines are drawn on the face of the enlargement separating the zones. These lines are called zone lines. In counties where area factors are used, this correction factor multiplied by 10 is equivalent to the number of acres for each square inch within that particular zone on the photograph. For example, an area correction factor of 1.306 on a photograph indicates that within the zone on that particular photograph 1 square inch equals 13.06 acres.

3. **Net area of photographs.**—On the face of every enlargement will be indicated by a red line the net area within which measurements and tracings for farm maps should be made.

B. PHOTO INDICES

Each county office is furnished photo indices at the approximate scale of 1 inch equals 1 mile, or 2 inches equal 1 mile. These indices will show by means of serial numbers the relative location of photographs in the county. The index will also serve to locate the photograph on which any particular farm appears by the study of the location of highways, villages, railroads, streams, etc.

C. FARM MAPS

In counties where farm maps have been made from aerial photographs, the farm maps should, in most cases, be used in place of the aerial photograph in the field for determining performance.

In counties where farm maps are available and in which there is a large number of temporary boundaries which cannot be identified on the farm map, or in which substantial change in boundaries has occurred, the farm checker should have available in the field when checking performance the aerial photograph for use in identifying the exact location of such boundaries.

SECTION III. PURPOSE AND USE OF AERIAL PHOTOGRAPHS AND FARM MAPS

Aerial photographs and farm maps are provided as a means of determining accurately and effectively the acreages of crops and land uses. The aerial photograph is designed for use over an extended period. It is extremely important, therefore, that any process involving the preparation, handling, and use of photographs be performed in a manner and with sufficient care and accuracy to accomplish the purpose for which these materials are furnished. Too much emphasis cannot be placed on the importance of accuracy in using aerial photographs. Carelessly made or faulty identification of field boundaries on the photograph can destroy the value of all of the painstaking work previously performed in field surveys for scale determination and in the computation of scale factors for the enlargements. Experience has shown that approximately 90 percent of the errors in acreage figures obtained from photographs can be attributed to careless or erroneous identification of boundaries. In addition, careless and erroneous identification requires that the work be done over and consequently increases the expenses of the county association.

SECTION IV. PREPARATION FOR PERFORMANCE WORK

A. FORMS TO BE USED

In counties where aerial photographs or farm maps are available for use, **NER-322, Report of Performance**, will be used in reporting performance on all farms on which performance is to be determined in 1939. Prior to the time performance work is started in the county, a copy of this form will be prepared in the county office in the following manner for each farm on which performance is to be determined:

Section I. Persons interested in this farm.—Enter names and addresses of persons interested in the farm as landlords, tenants, or sharecroppers insofar as this information is available.

Section II. Division of payment.—Enter percentage shares only if a **Form ACP-95** has been executed with respect to the farm. If **ACP-95** has not been executed for the farm all entries in this section will be determined and entered by the farm checker at the time of the farm inspection.

Section III. Location of farm and description.—Enter in this section insofar as is available information with respect to the location and description of the farm.

Section IX. Record of materials furnished as grant of aid.—Enter in this section in columns (A) and (B) the kind and amount of materials furnished as grants of aid for use on the farm under the 1939 Agricultural Conservation Program. These entries should include any materials furnished in 1938 which can be applied for credit under the 1939 program.

Section X. 1939 use of land and soil-building practices carried out.—For the guidance of the farm checker, entries will be made on lines 23 and 25 to 29, inclusive, of column (A). Other entries in this section will be made after performance is checked.

Section XI. Summary of land use and payment items.—Enter in column (D) applicable acreage allotments and usual acreages, if any, established for the farm under the 1939 program.

Enter in column (C) 1939 normal yield for allotment crops as determined for the farm for 1939.

Enter also in column (D), on lines 9, 10, and 11, respectively, the acreages of cropland, pasture, and commercial orchard as used in computing the largest possible soil-building payment for the farm.

All of the data for this section may be obtained from the Notice of 1939 Agricultural Conservation Program (NER-309, NER-309-A, NER-314, or NER-314-A) or from NER-313, whichever source carries the finally approved data for the farm.

NER office form 55 (revised).—In accordance with instructions contained in NER-Adm-86 each county office, before field work is started, will list on NER Office Form 55 (Revised) all farms on which performance is to be determined and, during the period of performance work, will keep a record of performance on such form.

B. MATERIALS FOR USE OF FARM CHECKER

Each farm checker employed in checking performance should be supplied with the following:

1. Copy of NER-300, with supplements.
2. Copy of NER-310 for the State, with supplements.
3. Copy of NER-322, properly prepared for each farm in accordance with subsection A above.
4. Copy of 1939 Notice of Agricultural Conservation Program (NER-309, NER-309-A, NER-314, or NER-314-A), as previously prepared for the farm.
5. Copy of ACP-95 if such form has been executed for the farm.
6. A supply of blank copies of NER-322.
7. The most recent map of the farm and a copy of NER-218 or other form showing the most recently determined field acreages for the farm.
8. A supply of blank copies of NER-10 or other suitable paper for use in preparing sketch maps.
9. A measuring tape or chain.
10. Photographs on which farms to be checked are shown.
11. A board (of a type approved by the State office) upon which to fasten photographs for work in the field.
12. Suitable covering for the board.
13. Case or box for carrying photographs.
14. Red and blue pencils (Winner, Scripto, or other type approved by the State office).
15. A 6-inch flat engineer's scale, graduated to tenths and fiftieths of an inch.
16. A magnifying glass.
17. Sandpaper for sharpening pencils.
18. Large binder clips for fastening photographs to board.

Equipment specified in items 9, and 11 to 18, inclusive, will be provided by the county association.

A sufficient number of photographs for use over a period of 3 to 6 days only should be issued to a farm checker at one time. At least

once a week the farm checker should be required to return to the office all photographs on which performance has been checked. Since the enlargements are of considerable value, some person in the county office should be designated to check the photographs in and out and to guard against shortage and misuse.

SECTION V. PROCEDURE FOR THE FARM CHECKER

A. THE FARM VISIT

When visiting the farm for the purpose of determining performance, the assistance of the 1939 operator or his designated representative should be obtained in making the determination of performance on the farm. In no event should the farm checker proceed in the determination of performance on a farm without the knowledge and consent of the owner or operator. In case the owner or operator objects to the proposed determination of performance on the farm, a note to that effect, signed and dated by the farm checker, should be made on the report of performance form and turned in to the county office.

In checking performance on a farm, the farm checker will walk over the fields and pasture sufficiently to determine for himself the 1939 crops grown and the practices carried out. Each field should be visited, irrespective of whether the acreage of the particular field is to be determined by the farm checker's measurement, by estimate, or by aerial photographs.

The farm checker should, insofar as practicable, identify farm and field boundaries and check performance on all of the farms lying on one photograph before working on other photographs in order that the photograph may be returned to the county office promptly, thus avoiding delay in the work of planimeter operators and computers in completing reports of performance in the county office.

B. ACREAGES TO BE MEASURED

The following crops and land uses will be identified, supplemented by necessary field measurements, in such manner as to permit an **accurate determination of acreage** unless a record of accurate measurements previously made is available.

1. **Tobacco.**—The **harvested** acreage of tobacco on all farms.

2. **Potatoes.**

a. **Potato allotment farms.**—The acreage **planted** to potatoes.

b. **Nonallotment potato farms.**

(1) In New York, Pennsylvania, New Jersey, Massachusetts, Rhode Island, Connecticut, and Cumberland County in Maine, the acreage **planted** to potatoes, unless such acreage together with other commercial vegetables is obviously less than 3 acres.

(2) In Vermont, New Hampshire, and Maine (except Cumberland County), the acreage **planted** to potatoes unless the acreage planted for market is obviously less than 3 acres.

3. **Wheat:**

a. **Wheat allotment farms.**—The acreage **planted** to wheat, unless this acreage has already been determined and reported

on NER-302. Planted wheat acreage means the "acreage planted to wheat" as defined in subsection D, section II, of bulletin NER-300, as amended by supplement (1).

b. Nonallotment wheat farms.

(1) In New York and Pennsylvania, the acreage of wheat **harvested** for hay or grain unless obviously less than 8 acres.

(2) In New Jersey and Maine, the acreage of wheat **harvested** for hay or grain unless obviously less than 8 acres, or the usual acreage established for the farm, whichever is larger.

4. Commercial vegetables:

a. Commercial vegetable allotment farms.—The acreage **planted** to commercial vegetables (including potatoes on farms with no potato allotment).

b. Nonallotment commercial vegetable farms.—In New York, Pennsylvania, New Jersey, Connecticut, Massachusetts, Rhode Island, and Cumberland County in Maine, the acreage **planted** to commercial vegetables (including potatoes on farms with no potato allotment), unless such acreage is obviously less than 3 acres.

5. Corn for grain.—The acreage of corn **harvested** for grain on all farms with a **tobacco, potato, or wheat** acreage allotment unless the acreage of corn **harvested** for grain is obviously less than 8 acres, or the usual acreage established for the farm, whichever is larger.

6. Soil-building practices.—On all farms the acreages on which soil-building practices are carried out will be measured except that with respect to practices carried out on only a portion of a field an estimate will be accepted under the following conditions:

a. Where it is apparent from the evidence presented (such as receipts and sales slips of materials purchased) that the quantity of materials applied to a particular field is at least equal to the minimum requirements of the practice on the area in such field as estimated by the farm checker; or

b. Where it is evident that the total amount earned by practices carried out is at least 20 percent in excess of the largest possible soil-building payment for the farm.

7. For each farm which is being identified on aerial photographs in 1939 for the first time **the entire acreage of cropland field by field and commercial orchards** will be identified on the photograph in order that an accurate determination may be made from the photograph of all such acreage. In this event the boundaries of individual crops within a particular field are required to be carefully identified for purposes of accurate measurement only in accordance with items 1 to 6, inclusive, in this subsection B.

C. ACREAGES TO BE ESTIMATED

A careful estimate may be made of all crops and land uses the exact measurement of which is not specifically required in subsection B above of this section V. With respect to all acreage estimates, it is required that the farm checker and the farm operator agree on the estimate. If such agreement cannot be reached, the farm checker will measure the acreage in question or identify on the photograph

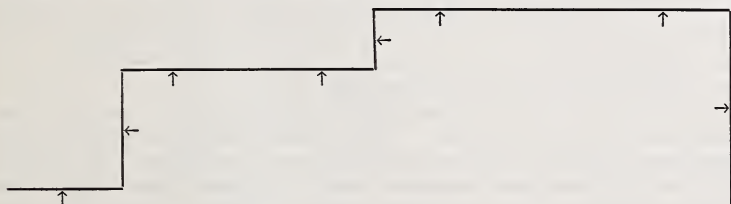
the acreage in question so that the exact area may be determined from the photograph.

D. IDENTIFICATION OF FARMS ON PHOTOGRAPH

In making identification of farm and field boundaries as described below, it is necessary and required that the farm checker inspect all portions of the farm sufficiently to determine for himself the location of all boundaries described below for which an identification is required.

1. Farm Boundaries

Farm boundaries should be indicated on the face of the enlargement in **red** by small arrows placed inside of and at right angles to the boundary line and with the points just touching the line, thus:



A sufficient number of arrows should be used to indicate definitely the boundary line, but do not use more than are necessary.

In cases where the boundary line passes through a wooded area and cannot be definitely identified, the approximate position in the woods should be indicated by a red line. This line would not require the red arrows.

Where boundary lines lie within a shadow, extreme care should be used in indicating the boundary line on the photograph.

2. Recording Farm Numbers on Photographs

After the farm boundaries have been identified, the farm serial number should then be placed on the photograph in small, clear, red figures **encircled**. The number should be placed approximately in the center of the farm in such manner as will not interfere with the identification of fields. In the event that the entire area of a farm does not appear within the net area of the photograph, each portion of the farm should be identified on the photograph on which it appears within the usable area of the photograph, and the number of the farm should appear within each such portion. In cases where only a small portion of the farm lies outside the net or usable area, it is permissible to identify such small portions outside the net area lines, in which event the same farm need not be identified on the adjacent photograph.

3. Field Boundaries

a. Permanent field boundaries.—Every field (including commercial orchards) having permanent boundaries, such as fence lines, hedgerows, tree lines, streams, edges of woods, etc., should be identified

by small **blue** arrows in the same manner as the farm boundaries were identified with the small red arrows. A letter should be inserted near the center of each permanent field of cropland with blue pencil, using printed capital letters, as A, B, C, D, etc. Permanent fields of noncropland such as noncrop open pasture should not receive such a letter. Permanent pastures should be indicated by the letters "P. P." If there are several areas of pasture on a single farm, they should be lettered "P. P.-1," "P. P.-2," "P. P.-3," etc. If a different system of lettering permanent pasture has been used in a State, the system may be continued if authorized by the State office. Other areas of noncropland, such as wasteland, woodland, etc., should not receive designating field letters.

Extreme care should be exercised by the farm checker in the placing of blue arrows. In many instances fence lines may not be clearly defined on the photograph. In such cases it will be necessary for the farm checker to study the photograph carefully to identify this line accurately. Considerable study may be necessary in the cases of fields adjacent to a woods in order to distinguish between the edge of the trees and the shadow line.

In rare cases it may be preferable and advisable to use solid blue lines instead of blue arrows. This usually occurs where irregular permanent field lines adjoin brush lines or wood lines. A solid blue line gives the planimeter operator a more definite line to follow than a large number of small arrows, which would be required in such cases.

b. Temporary boundaries.—Wherever a field is devoted to two or more crops, the boundaries of which for purposes of accurate measurement need to be identified separately (in accordance with sec. V-B above), and where such a subdivision can be readily identified on the photograph, the temporary crop boundary should be indicated on the enlargement by a broken line drawn by a sharp-pointed blue pencil.

Wherever such crop divisions for 1939 cannot be identified on the photograph, sufficient ground measurements will be made from features which can be identified on the photograph to determine the correct location of the crop boundaries. Where such measurements are necessary, the measurement should be indicated on NER-10, or other suitable sketch map. It is highly important that the so-called rough sketch maps be legible and complete. Such sketches are of little value unless the office personnel can readily identify and use the sketches in connection with the photographs. They should include the following: Sketch of the field, subdivision letter, arrow indicating direction of north, a record of the measurements made, and sufficient notes to permit the planimeter operator to properly compute all acreages.

Each field subdivision should be lettered for identification as illustrated by the following: Permanent Field "A" is divided into three 1939 crops as potatoes, corn, and wheat. Such subdivisions should be identified by "A-1," "A-2," and "A-3."

4. Small Areas

a. Cropland not devoted to crops.—In order to obtain accurately the acreage of crops for which acreage allotments are established, it

will often be necessary to make a deduction from the total area of the field for strips of cropland within fields, probably along the border, which are not actually occupied by such crops. An example of such an area is a headland used for turning at the end of the rows. In such cases the farm checker will determine the average width of such unused areas, and indicate on a rough sketch map of the field the approximate location, the measured width and also the length, if the length cannot be determined directly from the photograph.

Again the farm checker should take care that his notes are sufficiently clear and thorough enough to explain fully the existing condition.

b. Wasteland.—In some cases there will be small areas within the boundaries of the field, such as groups of trees, rock outcroppings, sink holes, etc. If such areas can be identified on the photograph, the boundaries of these areas should be indicated by a solid line made with a sharp-pointed pencil. The letter "W" should be placed within the boundaries of the area. In cases where such areas cannot be identified on the photograph, the farm checker should indicate on a rough sketch map, if possible, the dimensions of the areas of wasteland. However, in the case of small irregular areas, the acreage of which would be difficult to compute from many dimensions given, a careful estimate of the area from measurements made by the farm checker should be recorded on the sketch map and explained in notes.

c. Building group.—The building group should be outlined on the aerial photograph by a blue line. Small areas used for gardens or fruit trees for home use, and other small areas, including farmyards around buildings, should be identified as part of the building group.

E. PREPARATION OF NER-322 BY THE FARM CHECKER

1. Content of Complete Report

A complete report of performance turned in to the county office by the farm checker should consist of the following:

- a.* A completed copy of NER-322.
- b.* An aerial photograph (with sketch map showing all measurements made) on which the fields and 1939 crops have been identified.
- c.* Field notes showing computation of acreages from measurements made and any special data or recommendations relative to determination of performance on each farm.
- d.* All other material applicable to the farm which was taken from the county office.

2. Entries on NER-322

a. Section I. Persons interested in this farm.—The farm checker will verify the entries made in this section by the county office and will make the necessary additions or corrections. This section should carry a record of the names, addresses, and relationship to the farm of all persons interested in the farm as landlord, tenant, or share-cropper.

b. Section II. Division of payment.—The farm checker will enter in columns (A), (B), (C), and (D), opposite each person's name, the percentage share of the tobacco, potato, wheat, and commercial vegetables grown on the farm in 1939, or the proceeds thereof (other than a fixed commodity payment) to which each such person was entitled as of the time of harvest. Enter in column (E) a percentage figure representing each person's contribution to soil-building practices carried out on the farm. The sum of all percentage figures in each column must equal 100.

c. Section III. Location and description of farm.—The farm checker will check entries already made in this section by the county office and will make such additional entries or corrections as may be necessary to constitute a complete record and description of all land included in the farm in 1939. Such record will be made in accordance with specific instructions issued by the State office.

d. Section IV. Other farms in which persons shown in section I have an interest: Column (A).—Enter the names of persons whose names appear in section I, column (A) above, who, as landlord, tenant, or sharecropper, are entitled to share in the crops produced on any other farm or who contributed to the carrying-out of soil-building practices on any other farm.

Column (B).—Enter the total number of any other farms in the county on which each such person, as landlord, tenant, or sharecropper is entitled to share in the crops harvested in 1939 or on which each such person contributed to the carrying-out of soil-building practices.

Column (C).—Enter the farm serial number, if available, and, if not, the name of the operator or owner of each such other farm within the county.

Column (D).—Enter the total number of other farms in other counties within this same State in which the person whose name appears in section I, column (A), as landlord, tenant, or sharecropper, is entitled to share in the crops harvested in 1939 or on which each such person contributed to the carrying-out of soil-building practices.

Column (E).—Enter the name(s) of the other counties in this same State in which such other farms as are entered in column (D) are located.

(Since the following instructions for columns (F) and (G) will only be applicable in a very few cases, and for the most part only to corporations, it is suggested that unless otherwise instructed the entries in these columns will be determined and entered by the county office instead of by the farm checker. The State office will issue special instructions with respect to the procedure to be followed in such cases.)

Column (F).—Enter the number of farms located in other States with respect to which any person, shown in section I, column (A), other than an individual, partnership, or estate has filed or will file an application for payment under the 1939 Agricultural Conservation Program, the 1939 Range Conservation Program, the 1939 Naval Stores Program, or the 1939 Conservation Program for the Insular Region.

Column (G).—Enter the name of the State(s) in which the other farms referred to in column (F) are located.

e. Section V. Certifications.—After the farm checker has completed all other sections of the report of performance, he will either read to or have the farm operator or his designated representative read part I, section V. The producer or his representative will date and sign the certification in the spaces provided, for first inspection, or for second or final inspection, as the case may be.

The farm checker will then complete his certification in part 2 of this section V by dating and affixing his signature in the spaces provided, for first inspection, or for second or final inspection, as the case may be.

The completed report of performance should then be forwarded to the county office, together with all other material constituting a complete report of performance as listed in subsection E, item 1, of this section V (procedure for the Farm Checker).

f. Section VI. Record of materials purchased.—This section is designated for use in recording all material purchased or on hand on the farm which the producer used or could have used for carrying out soil-building practices in connection with the 1939 Agricultural Conservation Program. It is believed that the maintenance of such a record from year to year of materials purchased, used, and carried over will be of value. However, inasmuch as such record has not previously been kept in all States, the use of this section is optional with the State office. In States where this section is used the following entries will be made by the farm checker:

"Date."—Record in this column the date materials were purchased as shown on the sales slip of the purchase.

"Kind."—Enter in this column the kinds of all materials such as "ground limestone," "20% superphosphate," etc., which were or could have been used in carrying out soil-building practices.

"Amount."—Enter in this column the total amount of all such materials.

"From whom purchased."—Enter here the name of the person, dealer, or agency from whom such material was purchased or otherwise acquired. If any such material was produced on the farm, this fact should be so indicated in this column.

"Field letters."—Enter here the field letter(s) of the fields to which such materials were applied.

"Crop."—Enter here the name of the crop(s) grown in this field in 1939 to which the material was applied.

"Amount applied 1939."—In this column enter the actual amount of the material applied in 1939.

"Amount now on hand."—In the event the producer did not use all the materials purchased, enter in this column the amount he has on hand to carry over for future use.

g. Section VII. Special farm data.—No entries are required to be made in this section.

h. Section VIII. Remarks.—This section may be used by the farm checker to report any unusual circumstances not otherwise provided for in the report of performance, such as:

(1) A report that certain fields should be reinspected after additional practices have been completed that would affect the payment for the farm in 1939; or that changes will be made in crops planted or land use that would affect performance on the farm for 1939.

(2) A report as to whether any changes were made in cropping operations, leasing agreements, or any other scheme or device is being employed by any person, the effect of which is to deprive another of payment to which he normally would be entitled. Any such changes should be noted and fully explained.

(3) If any crop for which payment will be computed is not grown on the farm in 1939, or if, due to crop failure, the acreages of the crops are reduced sufficiently to affect materially the share of any person in the crops, the farm checker will list the field letters, the names and the acreages of the crops not grown, the acreages of crop failures, and the percentage division of such crops if they had been planted and harvested, together with any other applicable information.

i. Section IX. Record of materials furnished as grant of aid.—Entries will be made in columns (C) and (D) of this section only as directed by the State office.

j. Section X. 1939 use of land and soil-building practices carried out.—All acreage figures entered in columns (A) and (C) as indicated below refer to **field** acreages (either fields with permanent boundaries or subdivisions thereof), as contrasted with acreage figures entered in column (E), which represent **crop** acreages. Such crop acreages in column (E) plus any idle land as entered in column (F) should equal the entry in column (C) for the same field.

Column (A). Estimated acres.—(1) In counties where photographs are being used in 1939 for the first time and for farms on which acreage determinations have previously been made, enter in this column the field acreages as previously determined and accepted.

(2) In counties and on farms where acreages have previously been determined by photographs, no entries are required in this column.

(3) For farms on which compliance is being determined in 1939 and for which no recent acreage determinations have been made, enter in this column an estimate of the acreage in each field as agreed upon by the operator and the farm checker.

(4) Where acreages previously determined from photographs are not available and in cases where two or more crops, the **exact** measurement of each of which **is not required**, are grown simultaneously on the same field, the farm checker may, for the guidance of the county office, enter in column (A) the estimated acreage of that part of the field occupied by one or both of such crops.

Column (B). Field letter.—Enter on lines 1 to 22 the field letters (A, B, C, D, or A-1, A-2, A-3, etc.) as indicated on the aerial photograph or farm map, whichever is being used.

Column (C). Measured acres.—No entries will be made in this column by the farm checker. Entries in this column will be made in the county office after the report of performance has been completed and turned in to the county office and the fields have been planimeted. Estimated acreages will be entered by the farm checker in column (A) in accordance with above instructions for entries in column (A).

Column (D). Use of land.—(1) **Description of crops.**—Enter the actual 1939 cropland use, including grain seeded in the fall of 1938 for harvest in 1939. In the case of grain crops grown as nurse crops, this fact should be indicated as part of the description of the crop, showing whether the crop was cut for hay or for grain. The entries

for all crops for which allotments are established or deductions computed will be the **planted** acreages of such crops, except that the description of the crop and the acreages to be entered in this section will relate to **harvested** acres of wheat on nonallotment wheat farms, to harvested acres of corn for grain on all farms, and to harvested acres of tobacco on all farms. However, in the case of new tobacco allotment farms (that is, farms on which tobacco is grown in 1939 for the first time since 1934), the farm checker's description of the crop as entered in column (D) will include an estimate of the **planted** acreage of tobacco, provided he finds that the planted acreage was in excess of the harvested acreage. In this event, the farm checker will also include sufficient data on his sketch map and in field notes to permit the county office to determine accurately the **planted** acreage of tobacco.

(2) **Crops interplanted in orchards.**—In cases where a soil-depleting crop is interplanted in an orchard, this fact should be indicated by the notation "Int." as part of the description of such crop; the total acreage of all such interplanted crops should be carried down to line 24 (b) (Commercial Orchard Interplanted).

(3) **Multiple cropping.**—In all cases where two or more crops are grown consecutively on the same land, each such crop will be entered separately in column (D), either by using a separate space for each crop or by dividing a single space horizontally, entering the crops, one below the other, in the order in which such crops were planted. If a separate horizontal space is used for each such crop, the farm checker should be particularly careful to show in column (B) the same designating field letter in each space.

Column (E). Crop acreage.—Except in the case of crops interplanted in commercial orchards, the boundaries of which cannot be readily identified on the photograph, entries will be made in this column in the county office after acreages as identified by the farm checker have been determined from the photograph or farm map.

Column (F). Idle.—This column is for recording the difference between the total area of the field as recorded in column (C) and the area actually occupied by the crop as shown in column (E). Such acreages will represent temporary roads, headlands, and other small areas not actually occupied by the crop. The sketch map and notes turned in by the farm checker should show sufficient data to permit a determination by the county office of the entries for column (F).

Report of practices carried out.—Practices carried out on a certain field can in most instances be so listed that the field letter appearing in column (B) will also serve to indicate the field upon which the practice was carried out. In instances where more than one practice was carried out on a given field, enter each practice in a separate space in column (H) and use a bracket to indicate that all such practices were carried out on the same field.

Column (G). Practice number.—Enter the number of the practice listed in State bulletin NER-310, as supplemented, which identifies the practice to be described in column (H).

Column (H). Description of practice and materials used.—Enter a description of the approved practices carried out on each field. In the case of practices involving the application of lime, fertilizer, or grass seeding materials, the description of practices

should show the kind, analysis, and total amount of materials applied and also the name of the crop in connection with which such application was made. For example, 9,000 pounds of ground limestone are applied in connection with a legume seeding which is made with a nurse crop of oats which is cut for grain; the description of such practice should contain the following information and might read as follows: "9,000 lbs. ground limestone, 43% total oxides, 95% through 20 mesh screen, with oats for grain seeded with clover and timothy." Abbreviate if necessary. "Brand" names of lime or other materials may be used if such brand name sufficiently identifies the material and analysis.

In the case of an application of a complete fertilizer on a seeding with a nurse crop harvested for grain, the description should read: "6,000 lbs. of 4-16-4 with oats for grain seeded with clover and timothy."

In any event, where practices are carried out in connection with legume seedings made with grain for a nurse crop, it should be clearly indicated in column (H) whether the nurse crop was harvested for hay or for grain. In recording all materials used to carry out a practice, sufficient information should be given to permit the county and State offices to determine readily the analysis, kind, and amount of materials used.

Column (I). Grant of aid.—Indicate by check (✓) mark if the materials applied were furnished as grants of aid. If only a portion of the materials applied to a certain field was furnished as grants of aid, a notation will be made in column (H) showing the amount which was furnished as grants of aid.

Column (J). Acres.—Enter the number of acres on which the practice was carried out. For example, if lime was applied to permanent pasture land, there will be entered on line 25 in column (J) the number of acres of pasture on which the lime was applied.

Entries in this column of the number of acres on which the practice was carried out will in most cases be made by the county office after acreages have been determined from the photograph. However, the farm checker will make entries in column (J) if materials were applied to the entire field the exact acreage of which has been previously determined. If materials were not applied to the entire field, the farm checker will estimate and enter in column (J) the acreage on which the material was applied only in accordance with instructions for measuring and estimating acreages as contained in section V-B (page 7).

In all other cases where materials were applied to only a portion of a field, the farm checker will identify on the photograph, supplemented by a sketch map and notes, the area on which the material was applied to permit the acreage to be accurately determined from the photograph.

Column (K). Amount earned.—The amount of soil-building payment earned by the practices described in column (H) can, of course, be determined only after correct acreage figures have been recorded in column (J). However, for the purpose of advising the farmer tentatively as to whether he has completely earned the largest possible soil-building payment for the farm, the acreages and the amount earned by practices may be estimated by the farm checker by making

an informal computation on a separate sheet of paper. The farm checker should be particularly careful, however, to make sure that the farmer understands that such a determination is only tentative and is subject to the approval of the county committee.

Column (L). Units earned.—No entries by the farm checker are necessary in this column.

ORCHARDS

(1) **Noncommercial orchards.**—Fields occupied by noncommercial orchards **not** interplanted will be entered as such on lines 1 to 22, the same as other cropland uses. If the noncommercial orchard is interplanted, the field will be classified as devoted to the interplanted crop, the crop acreage being entered in column (E) and the area devoted to the trees being entered in column (F).

(2) **Line 24. Commercial orchards not interplanted.**—For farms **not** previously measured by photography, the farm checker will enter in column (A) the estimated acreage of the orchard. On farms for which acreages **have** been previously determined from the photograph, the farm checker will enter the total area of the orchard both in columns (A) and (C), except that if the boundaries of the orchard are not the same as in 1938, the farm checker will identify the 1939 boundaries on the photograph, supplemented by a sketch and notes if necessary, and enter only an estimated acreage in column (A).

(3) **Line 24. Commercial orchards interplanted.** An orchard will be considered as interplanted only if interplanted to crops for which payments or deductions may be computed. All other crops in an orchard will be disregarded and the total area will be classified as orchard. Entries for orchards **interplanted** will be as follows:

For farms on which acreage has **not** previously been determined by photography or on which the area of the orchard is not the same as in 1938, the farm checker will enter in the space provided on line 24 (b) the acreage of the interplanted crops as entered in column (E) above, and on line 24 in **column (A)** the difference between the estimated total area of the orchard in 1939 and the acreage of the interplanted crops.

For farms on which acreages **have** been previously determined and on which the area of the orchard is the same as in 1938, enter on line 24 (a) the total area of the orchard; on line 24 (b) the acreage of interplanted crops; and on line 24, both in columns (A) and (C), the net area of the orchard, which will be the difference between the entries on lines 24 (a) and 24 (b).

Lines 25, 26, 27, 28, and 29—Column (A).—If entries have previously been made for these items in column (A) by the county office, such entries will be verified by the farm checker, and corrected if necessary to reflect changes, if any, which have occurred since the previous determination. Any such corrections will be made by drawing a line through the entry and entering the correct entry above the original entry.

Column (B).—Enter on line 25 the letters designating fenced open noncrop pasture as shown on the photograph. No entries are required for items 26, 27, and 28.

Column (C).—On farms for which acreages have previously been determined from the photograph and on which the farm checker

determines that there have been no changes in these items since 1938, the farm checker will enter in column (C) such previously determined acreages on lines 25 to 29, inclusive.

For all other farms these entries in column (C) will be made by the county office.

F. REPORTING SOIL-BUILDING PRACTICES

1. **Special evidence.**—Any evidence of soil-building practices carried out which may be required by supplementary instructions issued by the State office or the county office will be obtained by the farm checker and turned in as part of his report of performance.

2. **Prior approval.**—With respect to woodland practices, soil erosion practices, or other practices to be carried out only after prior approval of the county committee, the farm checker will make a special determination and report as to whether the practices have been carried out in accordance with specifications contained in such prior approval.

3. **Materials furnished by State or Federal agencies.**—Practices carried out with labor or materials one-half or more of which are furnished by a State or Federal agency other than the Agricultural Adjustment Administration will be listed in section X of NER-322, except that no credit for such practices will be allowed. In this event, a notation will be made by the farm checker in column (H) indicating the name of the agency and that one-half or more of the labor or materials were furnished by such agency.

If less than one-half of the labor or materials are furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the credit otherwise earned will be allowed. In this event, a notation will be made by the farm checker in column (H) indicating the name of the agency, and a statement that less than one-half of the labor or materials were furnished by such agency.

SECTION VI. COUNTY OFFICE PROCEDURE FOR COMPLETING REPORTS OF PERFORMANCE

A. GENERAL PROCEDURE

Necessary acreages will be determined by planimeter operators and computers in the county office after the report of performance is submitted by the farm checker. Acreages will be determined from the photographs on which 1939 crops have been identified, and after the report of performance, including sketch maps showing field measurements made, together with sufficient explanatory notes, has been turned in to the office by the farm checker. This work will be done by persons who have received special training in the operation of planimeters and in the computation of acreages by this method.

Fractions.—Fractions of acres shall be expressed to the nearest tenth of an acre, and fractions in hundredths amounting to five or less shall be dropped, while those amounting to more than five hundredths shall be considered as a whole tenth. For example, 6.12 would be 6.1; 6.15 would be 6.1; while 6.16 would become 6.2.

As reports of performance are returned to the county office by farm checkers, all entries will be reviewed by the county office for completeness and accuracy. Entries which are not clear, complete, and accurate should be noted and called to the attention of the farm checker who submitted the report. Where necessary, the report of performance will be returned to the farm checker with sufficient instructions to enable him to explain, complete, or correct questionable or incorrect entries. Errors by the farm checker in the computation of acreages from field measurements may be corrected in the county office, but should in all cases be called to the attention of the farm checker. Such corrections should be made, not by erasing incorrect entries and substituting correct entries therefor, but by drawing a line through the original incorrect entry and placing the correct entry above or beside the original entry. Such corrections should be initialed by the person making them.

B. REVIEW OF DATA REPORTED BY FARM CHECKER AND PROCEDURE FOR COMPLETING REPORT BY COUNTY OFFICE

1. **Section I of NER-322.**—The names and addresses of persons reported in this section as interested in the farm and the relationship of each to the farm should be checked to determine that such entries are legible and complete.

2. **Section II of NER-322.**—The data in this section should be checked particularly to determine that the sum of the percentage shares shown in each column equals 100. In the case of farms for which an ACP-95 has been executed, the percentage shares as shown in this section should be checked in order to determine that they agree with the percentage shares as shown on ACP-95.

3. **Section III of NER-322.**—An examination should be made of the data in this section to make sure that the land covered by the report of performance is adequately described and that any other land constituting a part of the farm covered by another report of performance is adequately described and identified.

4. **Section IV of NER-322.**—In connection with entries in column (C) of this section showing the names of operators or owners and serial numbers of other farms in the county in which a person sharing in the payment on this farm has an interest, a record should be maintained in the county office of all persons who are reported as having an interest in two or more farms in the county. Such record should be kept on the regular card index file maintained by the county office. This is necessary in order that arrangement may be made, in accordance with section XVII-C of the regional bulletin (NER-300), to obtain reports of performance on all farms in the county in which a person has an interest.

A similar record will be kept of the number and location of other farms in other counties within this same State, as recorded in Columns (D) and (E). Such records should be kept currently available for submission to the State office upon request.

The entries to be made in Columns (F) and (G) and the record to be kept thereof will be in accordance with instructions issued by the State office.

5. **Section V of NER-322.**—Check the entries in this section to make sure that the appropriate dates and signatures have been properly recorded.

6. **Section VI of NER-322.**—In the event entries have been made in this section, the data recorded will be of particular value in those counties where a similar record was kept in 1938. In this event, the record of the kind and amount of materials carried over from 1938, plus the record of the kind and amount of materials purchased in 1939, should be checked to determine that such amounts are at least equal to the amount reported as having been applied in 1939. In all cases, however, the amount reported in this section as having been applied in 1939 should be compared with the amount of materials reported in section X as having been applied in 1939.

7. **Section IX of NER-322.**—Verify the entries in columns (A) and (B) to determine that they are correct and complete. Summarize and enter in columns (C) and (D) the kind and amount of materials furnished as grants of aid and reported to have been applied in section X of NER-322. Then make the following determinations with respect to the entries in this section.

a. **Column (C).**—That the total amount applied is the same as the amount furnished as shown in column (B). If the amount of material recorded in column (C) as having been applied is greater than the amount shown in column (B) as having been furnished, a further check should be made to determine which figure is correct. If the amount shown in column (C) is less than that shown in column (B), the report should be suspended pending a determination as to the disposition which has been made of the amount of materials furnished but which have not been applied.

b. **Column (D).**—Determine whether the record of materials applied for credit as shown in section X is in accordance with approved instructions with respect to the use of materials furnished as grants of aid. Determine also whether the record of materials applied for credit as shown in column (D) is correct and in accordance with the record of materials applied for credit as shown in section X of the report. If the entry in column (D) as thus determined is less than the entry in column (B) for the same kind of material, the county committee will determine, prior to the preparation of the application for payment, the amount of material not applied for credit which was not used in substantial accordance with the purposes for which such materials were furnished. This amount, as determined by the county committee, will be entered on the blank line just below this section and will be the entry for the application blank with respect to which a double deduction will be made.

8. **Section X of NER-322.**—a. **Record of crops and land uses.**—Acreages to be determined by the county office and entered in Columns (C), (E), and (F) will be determined from the photograph in conjunction with the sketch map and notes turned in by the farm checker.

Column (C).—Unless previously recorded by the farm checker from the record made available to him, the county office will determine and enter in column (C) the acreage of each field as

determined from the photograph. The total of column (C) on line 23 will represent the total acreage of cropland on the farm in 1939.

Columns (E) and (F).—Enter in column (E) the actual acreage of that portion of the field occupied by the crop. Enter in column (F) the difference between the total area of the field as indicated in column (C) and the area actually occupied by the crop as shown in column (E).

If, in column (D), the farm checker has indicated an estimated **planted** acreage of tobacco, the county office will compute such acreage accurately and enter it in column (B) of section XI, just above the word "tobacco."

If two or more crops are grown consecutively on the same land, the acreage of each such crop will be entered in column (E) opposite the name of the crop. In all such cases enter in column (F) only the difference between the acreage of the first planted of such crops and the total area of the field as shown in column (C). For all except the first planted of such crops make no entry in column (F).

(1) If an allotment crop¹ is followed on the same land by one or more different allotment crops, the actual acreage of **each such crop** will be entered in column (E) opposite the name of each such crop, and the acreage of all except the first crop will be **circled**.

(2) If an allotment crop is followed on the same land by the same allotment crop, the acreage of the crop will be counted only once. In this event the acreage to be entered in column (E) is the acreage of whichever of such crops is the larger.

(3) If an allotment crop is preceded by or is followed on the same land by a nonallotment crop, the acreage to be entered in column (E) will be the acreage determined for the allotment crop.

(4) If a nonallotment crop is followed on the same land by the same or by a different nonallotment crop, the acreage to be entered in column (E) will be the acreage of the first of such crops to reach maturity. If neither of such crops reaches maturity, the entry in column (E) will be the acreage of the first planted of such crops.

Totals of columns (E) and (F).—There will be entered on line 23 in column (E) the total of uncircled entries in column (E), lines 1 to 22, inclusive. There will also be entered as a separate entry and **circled** on line 23 in column (E) the total of **circled** entries in column (E), lines 1 to 22, inclusive. Enter on line 23 in column (F) the sum of the entries in column (F) on lines 1 to 22, inclusive.

The sum of the uncircled entries in columns (E) and (F) for each field should in all cases equal the total area of the field as recorded in column (C). Accordingly, the total of uncircled entries in column (E) plus the total of the entries in column (F) as recorded on line 23, should in all cases be equal to the acreage of total cropland on the

¹ An allotment crop as referred to in this paragraph (1) and the following paragraphs (2), (3), and (4) means any crop for which a payment or deduction may be computed, including tobacco, potatoes, wheat, commercial vegetables, and corn for grain.

farm as recorded on line 23, column (C). The total **circled** entry on line 23 of column (E) should be equal to the sum of circled entries for all fields in column (E) and represents the acreage of allotment crops grown following other allotment crops on the same land.

b. Record of soil-building practices.—Column (H).—The county office will check carefully the description of each approved soil-building practice carried out as reported by the farm checker in column (H) to determine that the description provides sufficient data upon which to compute the credit earned for each such practice.

Column (J).—The county office will verify the farm checker's entries in column (J) and will compute and enter all other necessary acreages not previously entered by the farm checker with respect to the acreage on which practices are carried out.

Column (K).—There will be entered in column (K) by the county office the amount of credit in dollars earned for each and all practices carried out.

Column (L).—Prior to the preparation of applications for payment, it will also be necessary for the county office to compute and enter in column (L) the number of units of credit earned by each and all soil-building practices carried out. This computation will be made by dividing the entry in column (K) by \$1.50, the resulting units being carried to the nearest tenth of a unit.

9. Section XII of NER-322, Summary of practices.—For convenience in obtaining the total number of units of each practice carried out, the number of units of each practice as recorded for each of several fields in column (L), section X, will be recorded in columns (A) to (F), respectively, in section XII, inserting the number of each such practice in the column heading. The units thus entered in each column will be added, thus obtaining a total of each practice to be recorded on line 10. All entries on line 10 at the bottom of each column will then be added, horizontally, and the total entered in the space provided, making sure that such total of all practices carried out is the same as the total of column (L) of section X.

10. Section XI of NER-322.—a. Column (A). 1939 acreage.—There will be recorded in this column as totals for the farm a summary of 1939 crops called for in items 1 to 7, inclusive, the entries to be obtained from column (E) of section X.

In case two or more allotment crops are grown consecutively on the same land, the second of which is entered as a **circled** entry in column (E), the acreage of each of these crops will be recorded in this column. No entries in column (A) will be circled. For example, if 5 acres of potatoes are planted on each of 4 fields and the potatoes on 2 fields are followed by commercial vegetables (shown as circled entries in column (E)), the entry on line 3 of column (A) of section XI would be "20" acres, and the entry on line 5 would be "10" acres.

If there is double cropping on the same land of a single allotment crop, such as commercial vegetables followed by commercial vegetables, the acreage of the crop will be counted only once.

Line 1.—Enter here the total acreage of tobacco **harvested** on the farm in 1939.

Line 2.—Enter on this line for wheat allotment farms only the total acreage of wheat **planted** on the farm in 1939. Particular

care should be exercised to make certain that this acreage is the acreage defined in subsection D, section II, of bulletin NER-300, as amended by supplement (1), as "acreage planted to wheat."

Line 3.—Enter here the acreage of potatoes **planted** on the farm in 1939.

Line 4.—Make no entry on this line.

Line 5.—Enter here the total acreage of commercial vegetables **planted** on the farm in 1939.

Line 6.—Enter here for **nonallotment wheat farms only** the acreage of wheat **harvested** on the farm in 1939. The harvested acreage recorded on this line should be determined in accordance with subsection B of section IX of NER-300, as amended by supplement (1) thereto.

Line 7.—Enter here the total acreage of corn **harvested for grain** on the farm in 1939.

Line 8.—Enter here the total of acreages recorded on lines 1 to 7.

b. Column (F).—Transfer to line 1 the subtotal from line 8 of column (A). Record on lines 2 to 10, inclusive, in this column a summary of the acreages of all other crops and land uses on the farm as shown by the field by field record in column (E) of section X. The total of cropland uses on line 11 of column (F) should agree with the sum of the circled and uncircled entries as reported on line 23, column (E), of section X.

c. Columns (C) and (D). Items 1 to 7, inclusive.—All of the entries for these items should again be verified to determine that they represent the approved figures for the farm. However, in case the farm checker has shown on his report that the farming unit operated in 1939 has changed since the original figures were approved for the farm, the entries in columns (C) and (D), items 1 to 7, will be adjusted to reflect correctly the change in farming unit; all such changes, however, will first be made on the listing sheet, NER-313, being sure that none of such changes causes applicable county limits to be exceeded.

In the case of "new tobacco allotment farms"—that is, those farms on which tobacco is produced in 1939 for the first time since 1934—the county office should make sure that the tobacco allotment as recorded on line 1 of column (D) does not exceed the entry, if any, on line 1 of column (B), just above the word "tobacco," representing the **planted** acreage of tobacco. If such planted acreage of tobacco is in excess of the harvested acreage, as recorded on line 1 of column (A), the tobacco allotment shall be corrected so that it will not exceed such planted acreage. This correction will be made by drawing a line through the original entry and inserting the correct entry just above.

d. Column (D). Items 9, 10, and 11.—The entries for these items will again be verified to determine that they reflect the proper acreages for the farm being operated in 1939.

In case the farm checker shows on his report that the farming unit operated in 1939 is not the same unit as was operated in 1938, the entries in items 9, 10, and 11 will be adjusted to reflect the change in farming unit. In all other cases these items will remain the same as originally determined and accepted.

This section XI properly completed will contain all of the acreage items needed for the preparation of the 1939 application for payment.

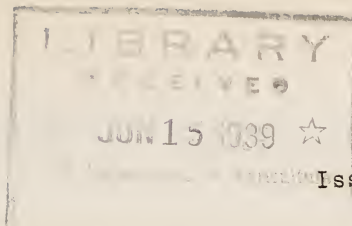
C. MATERIALS FURNISHED BY STATE OR FEDERAL AGENCIES

If the report of performance turned in by the farm checker shows that any labor or materials used in carrying out soil-building practices were furnished by any State or Federal agency other than the Agricultural Adjustment Administration, but the record is not sufficiently complete to show the proportion which such labor and materials were of the total labor and materials used in carrying out the practices, this information will be obtained from the agency reported to have furnished such labor or materials. There is no requirement that Form ACP-74, "Report of Soil-Building Practices Carried Out on Farms of Soil Conservation Cooperators," be used as in 1938. This form, however, may, by agreement between the State office and the State Soil Conservation Service Coordinator, be used as in 1938 if this is determined to be the best way of providing the necessary information.

Issued June 12, 1939, with the approval of the Administrator of the Agricultural Adjustment Administration.

(Signed) A. W. MANCHESTER,
*Director, Northeast Division,
Agricultural Adjustment Administration.*

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Issued June 10, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

1939 Agricultural Conservation Program - Northeast Region

COUNTY PROCEDURE FOR DETERMINATION AND REPORT OF PERFORMANCE
(Applicable in Counties Not Using Photographs)

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COUNTY PROCEDURE FOR DETERMINATION AND REPORT OF PERFORMANCE
(Applicable in Counties Not Using Photographs)

SECTION I. INTRODUCTION

This bulletin contains the procedure to be followed in the determination and report of performance under the 1939 Agricultural Conservation Program in counties not using aerial photographs or farm maps made from aerial photographs.

- A. Duties of the County Committee. The County Committee will be responsible for the selection, training, and employment of farm checkers (previously referred to as supervisors) and other employees for determining performance under the 1939 Program, and will be held directly responsible for an accurate and efficient determination of performance on farms in the county.
- B. Selection of Farm Checkers. Members of the County Committee are not eligible for employment as farm checkers in determining performance. The first duty of the County Committee is the selection of the persons to be given training as farm checkers. Only those persons who in the best judgment of the County Committee can reasonably be expected to do reliable and satisfactory work should be selected for training.
- C. Training of Farm Checkers. The County Committee will arrange with the State office for necessary assistance in training prospective farm checkers. Each person selected should, prior to employment, be given thorough training, including the following:
 1. Instructions with respect to provisions of the 1939 Program applicable in the county.
 2. Specific instructions on the preparation of forms used in connection with the determination of performance.
 3. Instructions on methods of making field measurements and the use of measuring equipment.
 4. Actual practice under supervision in making measurements and completing reports of performance on one or more farms.
- D. Examination of Farm Checkers. At the close of the training period, all persons having had such training may be considered eligible for employment as farm checkers only after satisfactorily passing an examination designed to determine their qualifications. It is recommended that such examination be given to prospective farm checkers under the direction of a person designated by the State office, and that the examination include (1) a written test on provisions of the Program and the procedure with respect to which instructions were

given during the training period, and (2) a field test on a farm involving the actual procedure in making measurements and preparation of report of performance forms.

- E. Employment of Farm Checkers. After having passed the examination with a satisfactory grade, any such person may be employed as a farm checker if it is determined by the County Committee that he is otherwise qualified. It is recommended that a person employed as farm checker who has had no previous experience in checking performance be employed at a rate not to exceed \$4.00 per day and become eligible for a higher rate within the maximum permitted only after his work has been spotchecked and approved.
- F. Spotchecking. The work done by the farm checkers and in the county office will be spotchecked under the direction of the State office in order to make sure that acreage figures and other basic data on which payments are to be made are being determined in the county in accordance with applicable instructions and approved provisions of the Program. The spotchecking of work done by the farm checker will include an adequate check on all of the work involved in making a complete report of performance. After each spotcheck the farm checker will be given a rating. The spotchecker will also, in connection with each spotcheck report, make one of the following three recommendations:
1. That the work of the farm checker be approved and that his employment be continued. In this event, a farm checker who had previously been employed at less than the maximum rate might reasonably be considered as eligible for a promotion in rate of pay not to exceed the permitted maximum.
 2. That employment of the farm checker be continued only after additional training. In this event, the spotchecker will indicate the particular phase of the farm checker's work on which he needs further training. The County Committee should then arrange for giving the farm checker the necessary additional training, after which he may be employed at the original rate for a period not to exceed ten days before another spotcheck and rating by the spotchecker.
 3. That the work of the farm checker is unsatisfactory and that his employment be discontinued. If this recommendation is made by the spotchecker, the County Committee will immediately discontinue employment of the farm checker. The recommendation of the spotchecker shall be final only after approval by the State Office.

No farm checker should be employed for a period of more than ten days prior to the initial spotcheck and submission of a spotcheck report. If, on the initial or any subsequent spot-

check; the work of the farm checker was not approved and the spot-checker recommended further training; the farm checker may be employed for not more than 10 days before his work is again spot-checked.

SECTION II. PREPARATION FOR PERFORMANCE WORK

- A. Forms to be Used. Form NER-322 will be used in reporting performance on all allotment farms in all counties and may be used on other farms. Form NER-323, however, may, at the option of the County Committee with the approval of the State Office, be used in reporting performance on non-allotment farms in counties in which a substantial proportion of the farms are non-allotment farms. Prior to the time performance work is started in the county, a copy of Form NER-322 or NER-323 will be prepared in the following manner for each farm in the county on which performance is to be determined:

Those portions of these instructions which relate to the forms NER-322 or NER-323 and which will not be used in the county will be deleted.

1. Form NER-322

Section I. Persons Interested in This Farm. Enter names and addresses of persons interested in the farm as landlord, tenant, or sharecropper, insofar as this information is available.

Section II. Division of Payment. Enter percentage shares only if a Form ACP-95 has been executed with respect to the farm. If an ACP-95 has not been executed with respect to the farm, all entries in this section will be determined and entered by the farm checker at the time of the farm inspection.

Section III. Location of Farm and Description. Enter in this section insofar as is available information with respect to the location and description of the farm.

Section IX. Record of Materials Furnished as Grant of Aid. Enter in this section in Columns (A) and (B) the kind and amount of materials furnished as grants of aid for use on the farm under the 1939 Agricultural Conservation Program. This figure should include any materials furnished in 1938 which can be applied for credit under the 1939 Program.

Section X. 1939 Use of Land and Soil-Building Practices Carried Out. For the guidance of the farm checker, entries will be made on Lines 23 and 25 to 29 inclusive of Column (A). Other entries in this section will be made after performance has been checked on the farm.

Section XI. Summary of Land Use and Payment Items. Enter in Column (D) applicable acreage allotments and usual acres, if any, established for the farm under the 1939 Program.

Enter in Column (C) 1939 normal yield for allotment crops as determined for the farm for 1939.

Enter also in Column (D), on Lines 9, 10, and 11 respectively, the acreages of cropland, pasture, and commercial orchard as used in computing the largest possible soil-building payment for the farm.

All of the data for this section may be obtained from the Notice of 1939 Agricultural Conservation Program (NER-309, NER-309-A, NER-314, or NER-314-A), or from NER-313, whichever source carries the finally approved data for the farm.

2. Form NER-323

Section I. Persons Interested in This Farm. Enter the names and addresses of persons interested in the farm as landlords, tenants, or sharecroppers insofar as this information is available.

Section III. Location and Description of Farm. Enter in this section, insofar as is available, information with respect to the location and description of the farm.

Section IV. Materials Furnished as Grants of Aid-1939. Enter in this section in Columns (A) and (B) the kind and amount of materials furnished as grants of aid for use on the farm under the 1939 Agricultural Conservation Program. These entries should include any materials furnished in 1938 which can be applied for credit under the 1939 Program.

Section V. Soil-Building Payment Items. Enter in this section in Column (B) the acreages of cropland, pasture, and commercial orchard for payment. The largest possible soil-building payment as computed from these items should also be entered. These data may be obtained from the "Notice of 1939 Agricultural Conservation Program" for the farm (NER-314 or NER-314-A).

Section VII. Utilization of Land. Although the record of 1939 crops with 1939 acreages will be recorded in this section after performance is checked on the farm, certain items, namely, items on Lines 18 to 22, inclusive, will, for the guidance of the farm checker, be entered by the county office before performance is checked. These acreages may be corrected by the farm checker if found to be incorrect for the farm in 1939 by drawing a line through the entry and inserting the correct entry above or beside the original entry.

3. NER-Office Form-55 (Revised). In accordance with instructions contained in NER-Adm-86, each county office, before field work is started, will make a list on NER-Office Form-55 (Revised), of all farms on which performance is to be determined, and, during the period of performance work will maintain a record of such work on this form.

Materials for Use of Farm Checker. Each farm checker employed in checking performance should be supplied with the following:

1. Copy of NER-300, with Supplements.
2. Copy of NER-310 for the State, with Supplements.

3. Copy of NER-322 (or NER-323 where used), properly prepared for each farm in accordance with Subsection A above.
4. Copy of 1939 Notice of Agricultural Conservation Program (NER-309, NER-309-A, NER-314, or NER-314-A), as previously prepared for the farm.
5. Copy of ACP-95, if this form has been executed for the farm.
6. A supply of blank copies of NER-322 (or NER-323 where used).
7. The most recent map of the farm and a copy of NER-218 or other form showing the most recently determined field acreages for the farm.
8. A supply of blank copies of NER-10 or other suitable paper for use in preparing sketch maps.
9. A measuring tape or chain.

SECTION III. PROCEDURE FOR THE FARM CHECKER

- A. The Farm Visit. When visiting the farm for the purpose of determining performance, the assistance of the 1939 operator or his designated representative should be obtained in making the determination of performance on the farm. In no event should the farm checker proceed in the determination of performance on a farm without the knowledge and consent of the owner or operator. In case the owner or operator objects to the proposed determination of performance on the farm, a note to that effect, signed and dated by the farm checker, should be made on the report of performance form and turned in to the county office.

In checking performance on a farm, the farm checker will walk over the fields and pasture sufficiently to determine for himself the 1939 crops grown and the practices carried out. Each field should be visited, irrespective of whether the acreage of the particular field is to be determined by the farm checker's measurement or by estimate.

- B. Acreages to be Measured. The following crops and land uses will be measured, unless a record of accurate measurements previously made is available.
 1. Tobacco. The harvested acreage of tobacco on all farms.
 2. Potatoes.
 - a. Potato Allotment Farms. The acreage planted to potatoes.
 - b. Non-allotment Potato Farms.

- (1) In New York, Pennsylvania, New Jersey, Massachusetts, Rhode Island, Connecticut, and Cumberland County in Maine, the acreage planted to potatoes unless such acreage, together with other commercial vegetables, is obviously less than 3 acres.
- (2) In Vermont, New Hampshire, and Maine (except Cumberland County), the acreage planted to potatoes unless the acreage planted for market is obviously less than 3 acres.

3. Wheat

a. Wheat Allotment Farms. The acreage planted to wheat unless this acreage has already been determined and reported on NER-302. Planted wheat acreage means the "acreage planted to wheat" as defined in Subsection D, Section II of Bulletin NER-300 as amended by Supplement (1).

b. Non-allotment Wheat Farms.

- (1) In New York and Pennsylvania, the acreage of wheat harvested for hay or grain unless obviously less than 8 acres.
- (2) In New Jersey and Maine, the acreage of wheat harvested for hay or grain unless obviously less than: 8 acres, or usual acreage established for the farm, whichever is larger.

4. Commercial Vegetables.

a. Commercial Vegetable Allotment Farms. The acreage planted to commercial vegetables (including potatoes on farms with no potato allotment).

b. Non-allotment Commercial Vegetable Farms. In New York, Pennsylvania, New Jersey, Connecticut, Massachusetts, Rhode Island, and Cumberland County in Maine, the acreage planted to commercial vegetables (including potatoes on farms with no potato allotment) unless such acreage is obviously less than 3 acres.

5. Corn for Grain. The acreage of corn harvested for grain on all farms with a tobacco, potato, or wheat acreage allotment will be measured, unless the acreage of corn harvested for grain is obviously less than: 8 acres, or the usual acreage established for the farm, whichever is larger.

6. Soil-Building Practices. On all farms the acreages on which soil-building practices are carried out will be measured, except:

- a. Where it is apparent from the evidence presented (such as receipts and sales slips of materials purchased) that the quantity of materials applied to a particular field is at least equal to the minimum requirements of the practice on the area in such field as estimated by the farm checker.
 - b. Where it is evident that the total amount earned by practices carried out is at least 20% in excess of the largest possible soil building payment for the farm
- C. Acreages to be Estimated. A careful estimate may be made of all other crops and land uses the exact measurement of which is not specifically required in Subsection B above of this Section V. With respect to all acreage estimates, it is required that the farm checker and the farm operator agree on the estimate. If such agreement cannot be reached, the farm checker will measure the acreage in question.
- D. Preparation of Report of Performance by the Farm Checker.
1. Content of Complete Report. A complete report of performance turned in to the county office by the farm checker should consist of the following:
 - a. A completed copy of NER-322 or NER-323, whichever is applicable.
 - b. A sketch map showing all measurements made.
 - c. A map of the farm where such maps are required.
 - d. Field notes showing computation of acreages from measurements made and any special data or recommendations relative to determination of performance on each farm.
 - e. All other material applicable to the farm which was taken from the county office.
 2. Preparation of NER-322 by Farm Checker.
 - a. Section I. Persons Interested in This Farm. The farm checker will verify the entries made in this section by the county office and will make the necessary additions or corrections. This section should carry a record of the names, addresses, and relationship to the farm of all persons interested in the farm as landlord, tenant, or sharecropper.
 - b. Section II. Division of Payment. The farm checker will enter in Columns (A), (B), (C), and (D), opposite each persons' name, the percentage share of

the tobacco, potato, wheat, and commercial vegetables grown on the farm in 1939, or the proceeds thereof (other than a fixed commodity payment), to which each such person was entitled as of the time of harvest. Enter in Column (E) a percentage figure representing each person's contribution to soil-building practices carried out on the farm. The sum of all percentage figures in each column must equal 100.

- c. Section III. Location and Description of Farm. The farm checker will check entries already made in this section by the county office and will make such additional entries or corrections as may be necessary to constitute a complete record and description of all land included in the farm in 1939. Such record will be made in accordance with the specific instructions issued by the State office.
- d. Section IV. Other Farms in Which Persons Shown in Section I Have an Interest.

Column (A): Enter the names of persons whose names appear in Section I, Column (A) above, who, as landlord, tenant, or sharecropper, are entitled to share in the crops produced on any other farms or who contribute to the carrying out of soil-building practices on any other farm.

Column (B): Enter the total number of any other farms in the county on which each such person, as landlord, tenant, or sharecropper, is entitled to share in the crops harvested in 1939, or on which each such person contributes to the carrying out of soil-building practices.

Column (C): Enter the farm serial number, if available, and, if not, the name of the operator or owner of each such other farm within the county.

Column (D): Enter the total number of other farms in other counties within the same State in which the person whose name appears in Section I, Column (A), as landlord, tenant, or sharecropper, is entitled to share in the crops harvested in 1939, or on which each such person contributes to the carrying out of soil-building practices.

Column (E): Enter the name(s) of the other counties in this same State in which such other farms as are entered in Column (D) are located.

(Since the following instructions for Columns (F) and (G) will be applicable in only a very few cases

and for the most part only to corporations, it is suggested that unless otherwise instructed, the entries for these columns be determined and entered by the county office instead of by the farm checker. The State office will issue special instructions with respect to the procedure to be followed in these cases.)

Column (F): Enter the number of farms located in other States with respect to which any person shown in Section I, Column (A), other than an individual, partnership, or estate, has filed or will file an application for payment under the 1939 Agricultural Conservation Program, the 1939 Range Conservation Program, or the 1939 Conservation Program for the Insular Region.

Column (G): Enter the name of the State(s) in which the other farms referred to in Column (F) are located.

- e. Section V. Certifications. After the farm checker has completed all other sections of the report of performance, he will either read to or have the farm operator or his designated representative read Part I, Section V. The operator or his representative will date and sign the certification in the spaces provided, for first inspection, or for second or final inspection, as the case may be.

The farm checker will then complete his certification in Part 2 of this Section V by dating and affixing his signature in the spaces provided, for first inspection, or for second or final inspection, as the case may be.

The completed report of performance should then be forwarded to the county office, together with all other materials constituting a complete report of performance as listed in Subsection E, 1, of this Section V (Procedure for the Farm Checker), contained in the farm folder.

- f. Section VI. Record of Materials Purchased. This section is designated for use in recording all material purchased or on hand on the farm which the producer used or could have used for carrying out soil-building practices in connection with the 1939 Agricultural Conservation Program. It is believed that the maintenance of such a record from year to year of materials purchased, used, and carried over will be of value. However, inasmuch as such record has not previously been kept in all counties, the use of this section is optional with the State office. In States where this section is used, the following entries will be made by the farm checker:

"Date." Record in this column the date materials were purchased as shown on the sales slip of the purchase.

"Kind." Enter in this column the kinds of all materials, such as "ground limestone", "20% superphosphate", etc., which were or could have been used in carrying out soil-building practices.

"Amount." Enter in this column the total amount of such materials purchased.

"From Whom Purchased." Enter here the name of the person, dealer, or agency from whom such material was purchased or otherwise acquired. If any such material was produced on the farm, this fact should be so indicated in this column.

"Field Letter." Enter here the field letter(s) of the field to which such materials were applied.

"Crop." Enter here the name of the crop(s) grown in this field in 1939 to which the material was applied.

"Amount Applied in 1939." In this column enter the actual amount of the material applied in 1939.

"Amount Now on Hand." In the event the producer did not use all the materials purchased, enter in this column the amount he has on hand to carry over for future use.

- g. Section VII. Special Farm Data. No entries are required to be made in this section.
- h. Section VIII. Remarks. This section may be used by the farm checker to report any unusual circumstances not otherwise provided for in the report of performance, such as:
- (1) A report that certain fields should be reinspected after additional practices have been completed that would affect the payment for the farm in 1939; or that changes will be made in crops planted or land use that would affect performance on the farm for 1939.
 - (2) A report as to whether any changes were made in cropping operations, leasing agreement, or any other scheme or device is being employed by any person, the effect of which is to deprive another of payment to which he normally would be entitled. Any such changes should be noted and fully explained.
 - (3) If any crop for which payment will be computed is not grown on the farm in 1939, or if, due to crop failure, the acreages of the crops are reduced sufficiently to affect materially the share of any person in the crops, the farm checker will list the field letters, the names and the acreages of the crops not grown,

the acreages of crop failures, and the percentage division of such crops if they had been planted and harvested, together with any other applicable information.

- i. Section IX. Record of Materials Furnished as Grant of Aid. Entries will be made in Columns (C) and (D) of this section as directed by the State office.
- j. Section X. 1939 Use of Land and Soil-Building Practices Carried Out. All acreage figures entered in Columns (A) and (C) as indicated below refer to field acreages (either fields with permanent boundaries or subdivisions thereof), as contrasted with acreage figures entered in Column (E), which represent crop acreages. Such crop acreages in Column (E), plus any idle land as entered in Column (F), should equal the entry in Column (C) or Column (A), as the case may be.

Column (A): Estimated Acres. The farm checker will enter in this column the estimated acreage of each field or field subdivision, the acreage of which is not actually measured.

Column (B): Field Letter. Enter on Lines 1 to 22 the field letters (A, B, C, D, or A-1, A-2, A-3, etc.), as assigned to fields on the map of the farm.

Column (C): Measured Acres. The farm checker will enter in this column the measured acreage of each field or field subdivision which is actually measured by the farm checker, including fields required to be measured in accordance with Section III, Subsection B, above. The sum of Columns (A) and (C) on line 23 will represent the total acreage of cropland on the farm in 1939 as determined by the farm checker.

Column (D): Use of Land.

- (1) Description of Crops. Enter the actual 1939 cropland use, including grain seeded in the fall of 1938 for harvest in 1939. In the case of grain crops grown as nurse crops, this fact should be indicated as part of the description of the crop, showing whether the crop was cut for hay or for grain.

The entries for all crops for which payments or deductions may be computed will be the planted acreages of such crops, except that the description of the crop and the acreages to be entered in this section will relate to harvested acres of wheat on non-allotment wheat farms, to harvested acres of corn for grain on all farms, and to harvested acres of tobacco on all farms.

However, in the case of "new tobacco allotment farms" (that is, farms on which tobacco is grown in 1939 for the first time since 1934), the farm checker will, if he finds that the planted acreage was in excess of the harvested acreage, measure the planted acreage of tobacco and enter it as a part of the description of the crop in Column (D):

- (2) Crops Interplanted in Orchards. In cases where a soil-depleting crop is interplanted in an orchard, this fact should be indicated by the notation "Int." as part of the description of such crop; the total acreage of all such interplanted crops should be carried down to Line 24 (b) (Commercial Orchard Interplanted).
- (3) Multiple Cropping. In all cases where two or more crops are grown consecutively on the same land, each such crop will be entered separately in Column (D), either by using a separate space for each crop or by dividing a single space horizontally, entering the crops, one below the other, in the order in which such crops were planted. If a separate horizontal space is used for each such crop, the farm checker should be particularly careful to show in Column (B) the same designating field letter in each space.

Columns (E) and (F): Crop Acreage and Idle. The farm checker will determine, either by measurement or by estimate (in accordance with Section III, Subsections B and C above), and enter in Column (E) the acreage of that portion of the field actually occupied by the crop. Enter in Column (F) the difference between the total area of the field as recorded in Column (A) or Column (C) and the area actually occupied by the crop as shown in Column (E).

If two or more crops are grown consecutively on the same land, the acreage of each such crop will be entered in Column (E) opposite the name of the crop. In all such cases enter in Column (F) only the difference between the acreage of the first planted of such crops and the total area of the field as shown in Column (C) or Column (A), whichever is applicable. For all except the first planted of such crops make no entry in Column (F).

- (1) If an allotment crop ^{1/} is followed on the same land by one or more different allotment crops,

^{1/} An allotment crop as referred to in this paragraph (1) and the following paragraphs (2), (3), and (4) means any crop for which a payment or deduction may be computed, including tobacco, potatoes, wheat, commercial vegetables, and corn for grain.

the actual acreage of each such crop will be entered in Column (E) opposite the name of each such crop, and the acreage of all except the first crop will be circled.

- (2) If an allotment crop is followed on the same land by the same allotment crop, the acreage of the crop will be counted only once. In this event the acreage to be entered in Column (E) is the acreage of whichever of such crops is the larger.
- (3) If an allotment crop is preceded by or is followed on the same land by a non-allotment crop, the acreage to be entered in Column (E) will be the acreage determined for the allotment crop.
- (4) If a non-allotment crop is followed on the same land by the same or by a different non-allotment crop, the acreage to be entered in Column (E) will be the acreage of the first of such crops to reach maturity. If neither of such crops reaches maturity, the entry in Column (E) will be the acreage of the first planted of such crops.

Totals of Columns (E) and (F): There will be entered on Line 23 in Column (E) the total of uncircled entries in Column (E), Lines 1 to 22, inclusive. There will also be entered as a separate entry and circled on Line 23 in Column (E) the total of circled entries in Column (E), Lines 1 to 22, inclusive. Enter on Line 23 in Column (F) the sum of the entries in Column (F) on Lines 1 to 22, inclusive.

The sum of the uncircled entries in Columns (E) and (F) for each field should in all cases equal the total area of the field as recorded in Column (C) or Column (A), whichever is applicable. Accordingly, the total of uncircled entries in Column (E), plus the total of the entries in Column (F) as recorded on Line 23, should in all cases be equal to the acreage of total cropland on the farm, represented by the sum of the entries on Line 23, Columns (A) and (C). The total circled entry on Line 23 of Column (E) should be equal to the sum of circled entries for all fields in Column (E) and represents the acreage of allotment crops grown following other allotment crops on the same land.

Orchards. An orchard will be considered as interplanted only if interplanted to crops for which payments or deductions may be computed. All other crops in an orchard will be disregarded and the total area will be classified as orchard.

- (1) Non-Commercial Orchards. Fields occupied by non-commercial orchards not interplanted will be entered as such on Lines 1 to 22, the same as other cropland

uses. If the non-commercial orchard is interplanted, the field will be classified as devoted to the interplanted crop, the crop acreage being entered in Column (E) and the area devoted to the trees being entered in Column (F).

- (2) Line 24: Commercial Orchards Not Interplanted. If the commercial orchard is not interplanted, the area of the orchard will be entered by the farm checker on Line 24 of Column (A) if estimated and on Line 24 of Column (C) if actually measured.
- (3) Line 24: Commercial Orchards Interplanted. Enter on Line 24 (a) the total area of the orchard and on Line 24 (b) enter the acreage of the interplanted crop or crops as recorded on Lines 1 to 22, Column (E) of Section X. The difference between the total area of the orchard as entered on Line 24 (a) and the area of the interplanted crop or crops as entered on Line 24 (b), representing the net area of the orchard, will be entered on Line 24, Column (A), if determined by estimate and on Line 24, Column (C), if determined by measurement.

Lines 25, 26, 27, 28, and 29.

Column (A). Entries previously made for these items in Column (A) by the County office will be verified by the farm checker and corrected, if necessary, to reflect changes if any, which have occurred since the previous determination. Such corrections will be made by drawing a line through the original entry and entering the correct entry just above. For farms on which previous determinations have not been made enter estimated acreages for each of these items.

Column (B). Enter on line 25 the letters, if any, designating separate tracts of fenced, open non-crop pasture. No entries are required for items 26, 27, and 28.

Column (C). No entries are required in this column.

Line 29 - Column (A): Total land in Farm. The entry for this item will be the sum of the entries on line 23, Column (A); line 23, Column (C); line 24 Column (A) or Column (C) whichever is applicable; plus the entries in Column (A) on lines 25 to 28, inclusive.

Report of Practices Carried Out. Practices carried out on a certain field can in most instances be so listed that the field letter appearing in Column (B) will also serve to indicate the field upon which the practice was carried out. In instances where more than one practice was carried out on a given field,

enter each practice in a separate space in Column (H) and use a bracket to indicate that all such practices were carried out on the same field.

Column (G): Practice No. Enter the number of the practice listed in State Bulletin NER-310 as supplemented which identifies the practice described in Column (H).

Column (H): Description of Practice and Materials Used. Enter a description of the approved practices carried out on each field. In the case of practices involving the application of lime, fertilizer, or grass seeding materials, the description of practices should show the kind, analysis, and total amount of materials applied and also the name of the crop in connection with which such application was made. For example, 9,000 pounds of ground limestone are applied in connection with a legume seeding which is made with a nurse crop of oats which is cut for grain; the description of such practice should contain the following information and might read as follows: "9,000# ground limestone, 43% total oxides, 95% thru 20 mesh screen, with oats for grain seeded with clover and timothy". Abbreviate if necessary. "Brand" names of lime or other materials may be used if such brand name sufficiently identifies the material and analysis.

In the case of an application of a complete fertilizer with a new seeding with a nurse crop harvested for grain, the description should read: "6,000# of 4-16-4 with oats for grain seeded with clover or timothy".

In any event, where practices are carried out in connection with legume seedings made with grain for a nurse crop, it should be clearly indicated in Column (H) whether the nurse crop was harvested for hay or for grain. In recording all material used to carry out a practice, sufficient information should be given to permit the county and State offices to determine readily the analysis, kind, and amount of material used.

Column (I): Grant of Aid. Indicate by check (✓) mark if the materials applied were furnished as grants of aid. If only a portion of the materials applied to a certain field was furnished as grants of aid, a notation will be made in Column (H) showing the amount which was furnished as grants of aid.

Column (J): Acres. Enter the number of acres on which the practice was carried out. For example, if lime were applied to permanent pasture land, there would be entered in Column (J) the number of acres of pasture on which the lime was applied. Such acreages will be measured or estimated in accordance with Section III, Subsections B and C above.

Column (K): Amount Earned. Enter in this column for each practice carried out, as described in Column (H) and the acreage of which is recorded in Column (J), the amount earned by the practice. This will permit the farm checker to advise the farmer as to whether or not the largest possible soil-building payment for the farm has been earned. The farm checker should be particularly careful, however, to make sure that the farmer understands that such a determination is only tentative and is subject to the approval of the County Committee.

Column (L): Units Earned. No entries by the farm checker are necessary in this column.

5. Preparation of NER-323 by Farm Checker.

- a. Section I. Persons Interested in This Farm. The farm checker will verify the entries made by the county office in Columns (B), (C), and (D) of this section and will make the necessary additions or corrections. This section should carry a record of the names, addresses, and relationship to the farm of all persons interested in the farm as landlord, tenant, or sharecropper. Enter also in Column (A) a percentage figure representing each person's contribution to soil-building practices carried out on the farm. The sum of such percentage figures in this column must equal 100.

If crops are grown on the farm for which a deduction may be computed, the farm checker will also enter in the margin of this section the percentage share of each person in such crops or the proceeds thereof.

- b. Section II. Other Farms in Which Persons Shown in Section I Have an Interest.

Column (A): Enter the names of persons whose names appear in Section I, Column (B) above, who, as landlord, tenant, or sharecropper, are entitled to share in the crops produced on any other farm, or who contributed to the carrying out of soil-building practices on any other farm.

Column (B): Enter the farm serial number if available, and, if not, the name of the operator or owner of such other farms in the county.

Column (C): Enter in Column (C) the name(s) of other counties in which are located farms on which any person whose name appears in Column (A), who, as landlord, tenant, or sharecropper, is entitled to share in the crops harvested in 1939,

or on which any such person contributed to the carrying out of soil-building practices.

Column (D): Since the entry for this column will be applicable in only a few cases, and for the most part only to corporations, it is suggested that unless otherwise instructed the entries for this column be determined and entered by the county office instead of by the farm checker. The State office will issue special instructions with respect to the procedure to be followed in such cases.

Enter in Column (D) the name(s) of other States in which are located farms with respect to which any person whose name is recorded in Column (A), other than an individual, partnership, or estate, has filed or will file an application for payment under the 1939 Agricultural Conservation Program, the 1939 Range Conservation Program, or the 1939 Conservation Program for the Insular Region.

- c. Section III. Location and Description of Farm. The farm checker will check entries already made in this section by the county office and will make such additional entries or corrections as may be necessary to constitute a complete record and description of all land included in the farm in 1939. Such record will be made in accordance with specific instructions issued by the State office.
- d. Section IV. Materials Furnished as Grants of Aid-1939. Entries will be made in Columns (C) and (D) of this section only as directed by the State office.
- e. Section V. Soil-Building Payment Items. Entries in this section will be made by the farm checker only in case he finds that the acreages on which the maximum soil-building payment was computed are incorrect.
- f. Section VI. Remarks and Special Farm Data. There should be recorded in this section by the farm checker all pertinent information not reported elsewhere, such as a report that certain fields should be reinspected after additional practices have been completed that would affect the payment for the farm; or that changes will be made in crops planted or land use that will affect performance on the farm in 1939.

This section may also be used for recording any special farm data which may be specifically requested by the State office.

- g. Section VII. Utilization of Land. Enter in Column (A) of this section, in addition to those printed, a record of 1939 crops and land uses on the farm. Enter in Column (B) the 1939 acreages as determined by the farm checker of all 1939 crops and land uses. In the case of grain crops grown as nurse crops, this fact should be indicated, together with a notation as to whether the crop was harvested for hay or for grain. In the case of crops for which a deduction may be computed and in-

terplanted in commercial orchards, indicate this fact by the notation "Int." following the name of the crop. Enter non-commercial orchard on one of the Lines 13, 14, or 15. Circle any acreages of legumes and grasses seeded with or following a harvested crop in 1939, and circle any acreage of green manure crops grown on the same land as other harvested crops.

Line 17. Commercial Orchard. If the orchard is not interplanted to crops for which a deduction may be computed, enter the total area of the orchard on Line 17 in Column (B). If the orchard is interplanted to crops for which a deduction may be computed, enter on Line 17 (a) in the space provided in Column (A) the total area of commercial orchards on the farm January 1, 1939; and on Line 17 (b) in Column (A) the total area of the interplanted crops. Enter on line 17 in Column (B) the difference between 17 (a) and 17 (b) representing the net area of the orchard.

Line 18: Fenced, Open, Noncrop Pasture. Enter on this line in Column (B) the acreage of fenced, open, noncrop pasture found on the farm in 1939 which will carry at least one animal unit for each 5 acres.

Line 19: Woodland Pastured. Enter on this line in Column (B) the acreage of all other pasture land not included in the entry on Line 18.

Line 20: Woodland Not Pastured. Enter on this line in Column (B) the total woodland acreage not included in the entry on Line 19.

Line 21: Other Land. Enter here the acreage of any other land on the farm not classified as cropland, woodland, or pasture.

Line 22: Total Land in Farm. This figure should be the total of the entries on Lines 16 to 21, inclusive.

h. Section VIII. Soil-Building Practices Carried Out.

Column (A): Practice No. Enter in this column for each practice carried out on the farm the number of the practice as identified in Bulletin NER-310 for the State.

Columns (B) and (C): Description and Materials Applied. These columns are divided into separate sections for reporting separately practices carried out by applying lime, superphosphate, seeding, mixed fertilizers, and other practices. Record in Column (B) the crop in connection with which the practice is carried out, and in Column (C) the kind, analysis, and amount of materials applied.

Column (D): Total - Grant of Aid. Record in this column for each practice, and in total, the amount of material applied which was furnished as grants of aid.

Column (E): For Credit - Grant of Aid. Record in this column for each practice, and in total, the amount of materials furnished as grants of aid which were applied to such crop and in sufficient quantities so as to qualify for credit under the practice.

For example: if 10,000 pounds of ground limestone furnished as grants of aid are applied to 20 acres of cropland and the minimum application for credit under the liming practice in accordance with Bulletin NER-310 for the State is 1,000 pounds per acre, the entry in Column (D) would be "10,000 pounds", and there would be no entry in Column (E).

If all grant of aid material is applied in accordance with the purposes for which it was furnished and in proper amounts, the entries in Columns (D) and (E) will be the same.

Column (F): Acres. Enter in this column for each practice the number of acres on which the practice was carried out. Make determination of such acreage figures by measurement or estimate in accordance with Section III, Subsections B and C, of these instructions.

Column (G): Amount Earned. For the purpose of determining whether or not the maximum soil-building payment for the farm has been earned, the amount earned for each and all practices may be recorded in Column (G) by the farm checker. However, if this is done, the farm checker should be particularly careful to inform the farmer that such determination is only tentative and is subject to the approval of the County Committee.

Column (H): Units Earned. The farm checker will make no entries in this column.

- i. Section IX. Certifications. After the farm checker has completed all other sections of the report of performance, he will either read to or have the farm operator or his representative read the operator's certification in Section IX.

The certification should then be signed by the operator or other person who, representing the operator, assisted the farm checker in determining performance on the farm. The report should also be properly dated and signed by the farm checker.

- j. Section X. Summary of Practices. This section is for county office use.

E. Reporting Soil-Building Practices.

1. Special Evidence. Such evidence of soil-building practices carried out as may be specified by supplementary instructions issued by the State office or the county office will be obtained by the farm checker and turned in as a part of his report of performance.
2. Prior Approval. With respect to woodland practices, soil erosion control practices, or other practices to be carried out only after prior approval of the county committee, the farm checker will make a special determination and report as to whether the practices have been carried out in accordance with specifications contained in such prior approval.
3. Materials Furnished by State or Federal Agencies. Practices carried out with labor or material one-half or more of which is furnished by a State or Federal agency other than the Agricultural Adjustment Administration will be listed in Section X of NER-322 or Section VII of NER-323, except that no credit for such practice will be allowed. In this event, a notation will be made by the farm checker indicating the name of the agency and that one-half or more of the labor or materials was furnished by such agency.

If less than one-half of the labor or materials is furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the credit otherwise earned will be allowed. In this event, a notation will be made by the farm checker indicating the name of the agency and that less than one-half of the labor or materials was furnished by such agency.

SECTION IV. COUNTY OFFICE PROCEDURE FOR COMPLETING REPORTS OF PERFORMANCE

- A. Review of Data Reported by Farm Checker. As reports of performance are returned to the county office by farm checkers, all entries will be reviewed by the county office for completeness and accuracy. Entries which are not clear, complete, and accurate should be noted and called to the attention of the farm checker who submitted the report. Where necessary, the report of performance will be returned to the farm checker with sufficient instruction to enable him to explain, complete, or correct questionable or incorrect entries. Errors by the farm checker in the computation of acreages from field measurements may be corrected in the county office, but should in all cases be called to the attention of the farm checker. Such corrections should be made, not by erasing incorrect entries and substituting correct entries therefor, but by drawing a line through the original

incorrect entry and placing the correct entry above or beside the original entry. Such corrections should be initialed by the person making them.

Fractions of acres shall be expressed to the nearest tenth of an acre, and fractions in hundredths amounting to 5 or less shall be dropped, while those amounting to more than 5 hundredths shall be considered as a whole tenth. For example: 6.12 would be 6.1; 6.15 would be 6.1; while 6.16 would become 6.2.

B. Procedure for Completing NER-322 by County Office.

1. Section I of NER-322. The names and addresses of persons reported in this section as interested in the farm and the relationship of each to the farm should be checked to determine that such entries are legible and complete.
2. Section II of NER-322. The data in this section should be checked particularly to determine that the sum of the percentage shares shown in each column equals 100. In the case of farms for which an ACP-95 has been executed, the percentage shares as shown in this section should be checked in order to determine that they agree with the percentage shares as shown on ACP-95.
3. Section III of NER-322. An examination should be made of the data in this section to make sure that the land covered by the report of performance is adequately described and that any other land constituting a part of the farm covered by another report of performance is adequately described and identified.
4. Section IV of NER-322. In connection with entries in Column (C) of this section showing the names of operators or owners and serial numbers of other farms in the county in which a person sharing in the payment on this farm has an interest, a record should be maintained in the county office of all persons who are reported as having an interest in two or more farms in the county. Such record should be kept on the regular card index file maintained by the county office. This is necessary in order that arrangements may be made, in accordance with Section XVII-C of the Regional Bulletin (NER-300), to obtain reports of performance on all farms in the county in which a person has an interest.

A similar record will be kept of the number and location of other farms in other counties within this same State as recorded in Columns (D) and (E). Such records should be kept currently available for submission to the State Office upon request.

The entries to be made in Columns (F) and (G) and the record to be kept thereof will be in accordance with

instructions issued by the State Office.

5. Section V, Certification of NER-322. Check the entries in this section to make sure that the appropriate dates and signatures have been properly recorded.
6. Section VI of NER-322. In the event entries have been made in this section, the data recorded will be of particular value in those counties where a similar record was kept in 1938. In this event, the record of the kind and amount of materials carried over from 1938, plus the record of the kind and amount of materials purchased in 1939, should be checked to determine that such amounts are at least equal to the amount reported as having been applied in 1939. In all cases, however, the amount reported in this section as having been applied in 1939 should be compared with the amount of materials reported in Section X as having been applied in 1939.
7. Section IX of NER-322. Verify the entries in Columns (A) and (B) to determine that they are correct and complete. Summarize and enter in Columns (C) and (D) the kind and amount of materials furnished as grants of aid and reported to have been applied in Section X of NER-322. The following determinations should be made with respect to the entries in this section:
 - a. Column (C). That the total amount applied is the same as the amount furnished as shown in Column (B). If the amount of materials recorded in Column (C) as having been applied is greater than the amount shown in Column (B) as having been furnished, a further check should be made to determine which figure is correct. If the amount shown in Column (C) is less than that shown in Column (B), the report should be suspended pending a determination as to the disposition which has been made of the amount of materials furnished but which have not been applied.
 - b. Column (D). Determine whether the record of materials applied for credit as shown in Section X is in accordance with approved instructions with respect to the use of materials furnished as grants of aid. Determine also whether the record of materials applied for credit as shown in Column (D) is correct and in accordance with the record of materials applied for credit as shown in Section X of the report. If the entry in Column (D) as thus determined is less than the entry in Column (B) for the same kind of material, the County Committee will determine, prior to the preparation of the application for payment, the amount of material not applied for credit which was not used in substantial accordance with the

purposes for which such materials were furnished. This amount, as determined by the County Committee, will be entered on the blank line just below this section and will be the entry for the application blank with respect to which a double deduction will be made.

8. Section X of NER-322.

- a. Record of crops and land uses. County offices will carefully review all data recorded in this section by the farm checker. For each entry which has been recorded by the farm checker in Column (C) the county office will, from the sketch map and notes turned in by the farm checker, check the acreage as computed by the farm checker. The sum of the uncircled entries in Columns (E) and (F) for each field should in all cases equal the total area of the field as recorded in Column (C) or Column (A), whichever is applicable. Accordingly, the total of uncircled entries in Column (E), plus the total of the entries in Column (F) as recorded on Line 23, should in all cases be equal to the acreage of total cropland on the farm which will be the sum of the entries on Line 23, Columns (A) and (C). The total circled entry on Line 23 of Column (E) should be equal to the sum of circled entries for all fields in Column (E) and represents the acreage of allotment crops grown following other such crops on the same land. If in Column (D) the farm checker has shown the acreages of planted tobacco all such entries will be totaled by the county office and entered in Column (B) of Section XI just above the word "tobacco".
- b. Record of Soil-Building Practices. The county office will check carefully the description of each approved soil-building practice carried out as reported by the farm checker in Column (H). The county office will also carefully check the farm checker's entries in Column (K) with respect to the amount of credit in dollars earned for each and all practices carried out. Prior to the preparation of applications for payment, it will also be necessary for the county office to compute and enter in Column (L) the number of units of credit earned by each and all soil-building practices carried out. This computation will be made by dividing the entry in Column (K) by \$1.50, the result being carried to the nearest tenth of a unit.

9. Section XII of NER-322, Summary of Practices. For convenience in obtaining the total number of units of practices carried out, the number of units of each practice as recorded for each of several fields in Column (L), Section X, will be recorded in Columns (A) to (F), respectively in Section XII

inserting the number of each such practice in the column heading. The units thus entered in each column will be added, thus obtaining a total of each practice to be recorded on Line 10. All entries on Line 10 at the bottom of each column will then be added horizontally, and the total entered in the space provided, making sure that such total of all practices carried out is the same as the total of Column (L) of Section X.

10. Section XI of NER-322.

- a. Column (A): 1939 Acreage. There will be recorded in this column, as totals for the farm, a summary of all 1939 crops called for in Items 1 to 7, inclusive, the entries to be obtained from Column (E) of Section X.

In case two or more allotment crops are grown consecutively on the same land, the second of which is entered as a circled figure in Column (E), the acreage of each of these crops will be recorded in this column. For example, if on the farm 5 acres of potatoes are planted on each of 4 fields and the potatoes on 2 fields are followed by commercial vegetables (shown as circled entries in Column (E)), the entry on Line 3 of Column (A) would be "20" acres, and the entry on Line 5 would be "10" acres.

If there is double cropping on the same land of a single allotment crop, such as commercial vegetables followed by commercial vegetables, the acreage of the crop will be counted only once.

Line 1. Enter here the total acreage of tobacco harvested on the farm in 1939.

Line 2. Enter on this line for wheat allotment farms only the total acreage of wheat planted on the farm in 1939. Particular care should be exercised to make certain that this acreage is the acreage defined in Subsection D, Section II of Bulletin NER-300, as amended by Supplement (1), as the "acreage planted to wheat".

Line 3. Enter here the acreage of potatoes planted on the farm in 1939.

Line 4. Make no entry on this line.

Line 5. Enter here the total acreage of commercial vegetables planted on the farm in 1939.

Line 6. Enter here for non-allotment wheat farms only the acreage of wheat harvested on the farm in 1939. The harvested acreage recorded on this line should be determined in accordance with Subsection B of Section X of NER-300 as amended by Supplement (1) thereto.

Line 7. Enter here the total acreage of corn harvested for grain on the farm in 1939.

Line 8. Enter here the total of acreages recorded on Lines 1 to 7.

- b. Column (F). Transfer to Line 1 the subtotal from Line 8 of Column (A). Record on Lines 2 to 10, inclusive, in this column a summary of the acreages of all other crops and land uses on the farm as shown by field by field record in Column (E) of Section X. The total of cropland uses on Line 11 of Column (F) should agree with the sum of the circled and uncircled entries as recorded on Line 23, Column (F), of Section X.
- c. Columns (C) and (D): Items 1 to 7, Inclusive. All of the entries for these items should again be verified to determine that they represent the approved figures for the farm. However, in case the farm checker has shown on his report that the farming unit operated in 1939 has changed since the original figures were approved for the farm, the entries in Columns (C) and (D), Items 1 to 7, will be adjusted to correctly reflect the change in farming unit; all such changes, however, will first be made on the listing sheet, NER-313, being sure that none of such changes causes applicable county limits to be exceeded.

In the case of "new tobacco allotment farms" -- that is, those farms on which tobacco is produced in 1939 for the first time since 1934 -- the county office should make sure that the tobacco allotment as recorded on Line 1 of Column (D) does not exceed the entry, if any, on Line 1 of Column (B), just above the word "tobacco", representing the planted acreage of tobacco. If such planted acreage of tobacco is in excess of the harvested acreage, as recorded on Line 1 of Column (A), the tobacco allotment shall be corrected so that it will not exceed such planted acreage. This correction will be made by drawing a line through the original entry and inserting the correct entry just above.

- d. Column (D): Items 9, 10, and 11. The entries for these items will again be verified to determine that they reflect the proper acreages for the farm being operated in 1939.

In case the farm checker shows on his report that the farming unit operated in 1939 is not the same unit as was operated in 1938, the entries in Items 9, 10, and 11 will be adjusted to reflect the change in farming unit. In all other cases these items will remain the same as originally determined and accepted.

This Section XI properly completed will contain all of the acreage items needed for the preparation of the 1939 application for payment.

C. Procedure for Completing NER-323 by County Office.

1. Section I of NER-323. The names and addresses of persons reported in this section as interested in the farm and the relationship of each to the farm should be checked to determine that such entries are legible and complete.
2. Section II of NER-323. In connection with entries in Column (B) of this section showing the names of operators and serial numbers of other farms in the county in which a person sharing in the payment on this farm has an interest, a record should be maintained in the county office of all persons who are reported as having an interest in two or more farms in the county. Such record should be kept on the regular card index file maintained by the County office. This is necessary in order that arrangements may be made, in accordance with Section XVII-C of the Regional Bulletin (NER-300) to obtain reports of performance on all farms in the county in which a person has an interest.

A similar record will be kept of the location of other farms in other counties within the same State as recorded in Column (C) of this section. Such records should be kept currently available for submission to the State office upon request. The entries to be made in Column (D) and the record to be kept thereof will be in accordance with instructions issued by the State office.

3. Section III of NER-323. An examination should be made of the data in this section to make sure that the land covered by the report of performance is adequately described and that any other land constituting a part of the farm covered by another report of performance is adequately described and identified.
4. Section IV of NER-323. Verify the entries in Columns (A) and (B) to determine that they are correct and complete. Summarize and enter in Columns (C) and (D) the kind and amount of materials furnished as grants of aid and reported, in Columns (D) and (E) of Section VIII, to have been applied. Then make the following determination with respect to the entries in this section:

- a. Column (C): That the total amount applied is the same as the amount furnished as shown in Column (B). If the amount of materials recorded in Column (C) as having been applied is greater than the amount shown in Column (B) as having been furnished, a further check should be made to determine which figure is correct. If the amount shown in Column (C) is less than that shown in Column (B), the report should be suspended pending a determination as to the disposition which has been made of the amount of materials furnished but which have not been applied.
 - b. Column (D): Determine whether the record of materials applied for credit as shown in Column (E) of Section VIII is in accordance with approved instructions with respect to the use of materials furnished as grants of aid. Determine also whether the record of materials applied for credit as shown in Column (D) of Section IV agrees with the record of materials applied for credit as shown in Column (E) of Section VIII. If the entry in Column (D) of Section IV as thus determined is less than the entry in Column (B) for the same kind of material, the County Committee will determine, prior to the preparation of the application for payment, the amount of material not applied for credit which was not used in substantial accordance with the purposes for which such materials were furnished. This amount, as determined by the County Committee, will be entered in the space just below this section, and will be the entry for the application blank with respect to which a double deduction will be made.
5. Section VII of NER-323. The record of crops and land uses as shown in this section should be checked by the county office, together with the sketch map and notes turned in by the farm checker, to determine whether the acreages required by these instructions to be measured have been measured and whether the acreages computed from the measurements made are correct.
 6. Section VIII of NER-323. The county office will check carefully the description of each and all soil-building practices as reported by the farm checker in Columns (B) and (C), and also the farm checker's entries in Column (G) of the amount of credit in dollars earned for practices carried out. Prior to the preparation of applications for payment, it will also be necessary for the county office to compute and enter in Column (H) the number of units of each and all soil-building practices carried out. This computation will be made by dividing the entry in Column (H) by \$1.50, the result being carried to the nearest tenth of a unit.
 7. Section IX of NER-323. Check the entries in this section to make sure that the appropriate dates and signatures have been properly recorded.

8. Section X of NER-323. This section is for use in summarizing the number of units of each soil-building practice carried out on the farm as recorded in Column (H) of Section VIII. Record at the top of columns in this section practice numbers of the practices carried out, and below them for totaling the units of the practice carried out. The totals at the bottom of the columns for each of several practices may then be added across for a total of the units of all practices carried out on the farm, making sure that such total is the same as the total of Column (H) of Section VIII.
- D. Materials Furnished by State or Federal Agencies. If the report of performance turned in by the farm checker shows that any labor or materials used in carrying out soil-building practices were furnished by any State or Federal Agency other than the Agricultural Adjustment Administration, but the record is not sufficiently complete to show the proportion which such labor and materials were of the total labor and materials used in carrying out the practice, this information will be obtained from the agency reported to have furnished such labor or materials. There is no requirement that Form ACP-74, "Report of Soil-Building Practices Carried Out on Farms of Soil Conservation Cooperators", be used as in 1938. This form, however, may, by agreement between the State office and the State Soil Conservation Service Coordinator, be used as in 1938 if this is determined to be the best way of providing the necessary information.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

NORTHEAST DIVISION

1939 Agricultural Conservation Program

Northeast Region

COUNTY PROCEDURE FOR DETERMINATION AND
REPORT OF PERFORMANCE

(Applicable in Counties Not Using Photographs)

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SECTION I. INTRODUCTION

This bulletin contains the procedure to be followed in the determination and report of performance under the 1939 Agricultural Conservation Program in counties not using aerial photographs or farm maps made from aerial photographs.

A. Duties of the county committee.—The county committee will be responsible for the selection, training, and employment of farm checkers (previously referred to as supervisors) and other employees for determining performance under the 1939 program, and will be held directly responsible for an accurate and efficient determination of performance on farms in the county.

B. Selection of farm checkers.—Members of the county committee are not eligible for employment as farm checkers in determining performance. The first duty of the county committee is the selection of the persons to be given training as farm checkers. Only those persons who in the best judgment of the county committee can reasonably be expected to do reliable and satisfactory work should be selected for training.

C. Training of farm checkers.—The county committee will arrange with the State office for necessary assistance in training prospective farm checkers. Each person selected should, prior to employment, be given thorough training, including the following:

1. Instructions with respect to provisions of the 1939 program applicable in the county.
2. Specific instructions on the preparation of forms used in connection with the determination of performance.
3. Instructions on methods of making field measurements and the use of measuring equipment.
4. Actual practice under supervision in making measurements and completing reports of performance on one or more farms.

D. Examination of farm checkers.—At the close of the training period, all persons having had such training may be considered eligible for employment as farm checkers only after satisfactorily passing an examination designed to determine their qualifications. It is recommended that such examination be given to prospective farm checkers under the direction of a person designated by the State office, and that the examination include (1) a written test on provisions of the program and the procedure with respect to which instructions were given during the training period and (2) a field test on a farm involving the actual procedure in making measurements and preparation of report of performance forms.

E. Employment of farm checkers.—After having passed the examination with a satisfactory grade, any such person may be employed as a farm checker if it is determined by the county committee that he is otherwise qualified. It is recommended that a person employed as farm checker who has had no previous experience in checking performance be employed at a rate not to exceed \$4.00 per day and become eligible for a higher rate within the maximum permitted only after his work has been spotchecked and approved.

F. Spotchecking.—The work done by the farm checkers and in the county office will be spotchecked under the direction of the State office in order to make sure that acreage figures and other basic data on which payments are to be made are being determined in the county in accordance with applicable instructions and approved provisions of the program. The spotchecking of work done by the farm checker will include an adequate check on all of the work involved in making a complete report of performance. After each spotcheck the farm checker will be given a rating. The spotchecker will also, in connection with each spotcheck report, make one of the following three recommendations:

1. **That the work of the farm checker be approved and that his employment be continued.**—In this event, a farm checker who had previously been employed at less than the maximum

rate might reasonably be considered as eligible for a promotion in rate of pay not to exceed the permitted maximum.

2. That employment of the farm checker be continued only after additional training.—In this event, the spotchecker will indicate the particular phase of the farm checker's work on which he needs further training. The county committee should then arrange for giving the farm checker the necessary additional training, after which he may be employed at the original rate for a period not to exceed 10 days before another spotcheck and rating by the spotchecker.

3. That the work of the farm checker is unsatisfactory and that his employment be discontinued.—If this recommendation is made by the spotchecker, the county committee will immediately discontinue employment of the farm checker. The recommendation of the spotchecker shall be final only after approval by the State office.

No farm checker should be employed for a period of more than 10 days prior to the initial spotcheck and submission of a spotcheck report. If, on the initial or any subsequent spotcheck, the work of the farm checker was not approved and the spotchecker recommended further training, the farm checker may be employed for not more than 10 days before his work is again spotchecked.

SECTION II. PREPARATION FOR PERFORMANCE WORK

A. FORMS TO BE USED

Form NER-322 will be used in reporting performance on all allotment farms in all counties and may be used on other farms. Form NER-323, however, may, at the option of the county committee with the approval of the State office, be used in reporting performance on nonallotment farms in counties in which a substantial proportion of the farms are nonallotment farms. Prior to the time performance work is started in the county, a copy of Form NER-322 or NER-323 will be prepared in the following manner for each farm in the county on which performance is to be determined:

Those portions of these instructions which relate to the forms NER-322 or NER-323 and which will not be used in the county will be deleted.

1. Form NER-322

Section I. Persons interested in this farm.—Enter names and addresses of persons interested in the farm as landlord, tenant, or sharecropper, insofar as this information is available.

Section II. Division of payment.—Enter percentage shares only if a Form ACP-95 has been executed with respect to the farm. If an ACP-95 has not been executed with respect to the farm, all entries in this section will be determined and entered by the farm checker at the time of the farm inspection.

Section III. Location of farm and description.—Enter in this section, insofar as is available, information with respect to the location and description of the farm.

Section IX. Record of materials furnished as grant of aid.—Enter in this section in columns (A) and (B) the kind and amount of materials furnished as grants of aid for use on the farm under

the 1939 Agricultural Conservation Program. This figure should include any materials furnished in 1938 which can be applied for credit under the 1939 program.

Section X. 1939 use of land and soil-building practices carried out.—For the guidance of the farm checker, entries will be made on lines 23 and 25 to 29, inclusive, of column (A). Other entries in this section will be made after performance has been checked on the farm.

Section XI. Summary of land use and payment items.—Enter in column (D) applicable acreage allotments and usual acres, if any, established for the farm under the 1939 program.

Enter in column (C) 1939 normal yield for allotment crops as determined for the farm for 1939.

Enter also in column (D), on lines 9, 10, and 11 respectively, the acreages of cropland, pasture, and commercial orchard as used in computing the largest possible soil-building payment for the farm.

All of the data for this section may be obtained from the Notice of 1939 Agricultural Conservation Program (NER-309, NER-309-A, NER-314, or NER-314-A), or from NER-313, whichever source carries the finally approved data for the farm.

2. Form NER-323

Section I. Persons interested in this farm.—Enter the names and addresses of persons interested in the farm as landlords, tenants, or sharecroppers insofar as this information is available.

Section III. Location and description of farm.—Enter in this section, insofar as is available, information with respect to the location and description of the farm.

Section IV. Materials furnished as grants of aid—1939.—Enter in this section in columns (A) and (B) the kind and amount of materials furnished as grants of aid for use on the farm under the 1939 Agricultural Conservation Program. These entries should include any materials furnished in 1938 which can be applied for credit under the 1939 program.

Section V. Soil-building payment items.—Enter in this section in column (B) the acreages of cropland, pasture, and commercial orchard for payment. The largest possible soil-building payment as computed from these items should also be entered. These data may be obtained from the Notice of 1939 Agricultural Conservation Program for the farm (NER-314 or NER-314-A).

Section VII. Utilization of land.—Although the record of 1939 crops with 1939 acreages will be recorded in this section after performance is checked on the farm, certain items, namely, items on lines 18 to 22, inclusive, will, for the guidance of the farm checker, be entered by the county office before performance is checked. These acreages may be corrected by the farm checker if found to be incorrect for the farm in 1939 by drawing a line through the entry and inserting the correct entry above or beside the original entry.

3. NER-Office Form-55 (Revised)

In accordance with instructions contained in NER-Adm-86, each county office, before field work is started, will make a list on NER-Office Form-55 (revised), of all farms on which performance is to

be determined, and, during the period of performance work, will maintain a record of such work on this form.

B. MATERIALS FOR USE OF FARM CHECKER

Each farm worker employed in checking performance should be supplied with the following:

1. Copy of NER-300, with supplements.
2. Copy of NER-310 for the State, with supplements.
3. Copy of NER-322 (or NER-323 where used), properly prepared for each farm in accordance with subsection A, above.
4. Copy of 1939 Notice of Agricultural Conservation Program (NER-309, NER-309-A, NER-314, or NER-314-A), as previously prepared for the farm.
5. Copy of ACP-95, if this form has been executed for the farm.
6. A supply of blank copies of NER-322 (or NER-323 where used).
7. The most recent map of the farm and a copy of NER-218 or other form showing the most recently determined field acreages for the farm.
8. A supply of blank copies of NER-10 or other suitable paper for use in preparing sketch maps.
9. A measuring tape or chain.

SECTION III. PROCEDURE FOR THE FARM CHECKER

A. THE FARM VISIT

When visiting the farm for the purpose of determining performance, the assistance of the 1939 operator or his designated representative should be obtained in making the determination of performance on the farm. In no event should the farm checker proceed in the determination of performance on a farm without the knowledge and consent of the owner or operator. In case the owner or operator objects to the proposed determination of performance on the farm, a note to that effect, signed and dated by the farm checker, should be made on the report of performance form and turned in to the county office.

In checking performance on a farm, the farm checker will walk over the fields and pasture sufficiently to determine for himself the 1939 crops grown and the practices carried out. Each field should be visited, irrespective of whether the acreage of the particular field is to be determined by the farm checker's measurement or by estimate.

B. ACREAGES TO BE MEASURED

The following crops and land uses **will be measured**, unless a record of accurate measurements previously made is available.

1. **Tobacco.**—The **harvested** acreage of tobacco on all farms.
2. **Potatoes:**

- a. **Potato allotment farms.**—The acreage planted to potatoes.
- b. **Nonallotment potato farms.**

(1) In New York, Pennsylvania, New Jersey, Massachusetts, Rhode Island, Connecticut, and Cumberland County in Maine, the acreage

planted to potatoes unless such acreage, together with other commercial vegetables, is obviously less than 3 acres.

(2) In Vermont, New Hampshire, and Maine (except Cumberland County), the acreage planted to potatoes unless the acreage planted for market is obviously less than 3 acres.

3. Wheat:

a. **Wheat allotment farms.**—The acreage planted to wheat unless this acreage has already been determined and reported on NER-302. Planted wheat acreage means the "acreage planted to wheat" as defined in subsection D, section II of bulletin NER-300 as amended by supplement (1).

b. **Nonallotment wheat farms:**

(1) In New York and Pennsylvania, the acreage of wheat harvested for hay or grain unless obviously less than 8 acres.

(2) In New Jersey and Maine, the acreage of wheat harvested for hay or grain unless obviously less than: 8 acres, or usual acreage established for the farm, whichever is larger.

4. Commercial vegetables:

a. **Commercial vegetable allotment farms.**—The acreage planted to commercial vegetables (including potatoes on farms with no potato allotment).

b. **Nonallotment commercial vegetable farms.**—In New York, Pennsylvania, New Jersey, Connecticut, Massachusetts, Rhode Island, and Cumberland County in Maine, the acreage planted to commercial vegetables (including potatoes on farms with no potato allotment) unless such acreage is obviously less than 3 acres.

5. **Corn for grain.**—The acreage of corn harvested for grain on all farms with a tobacco, potato, or wheat acreage allotment will be measured, unless the acreage of corn harvested for grain is obviously less than: 8 acres, or the usual acreage established for the farm, whichever is larger.

6. **Soil-building practices.**—On all farms the acreages on which soil-building practices are carried out will be measured, except:

- a. Where it is apparent from the evidence presented (such as receipts and sales slips of materials purchased) that the quantity of materials applied to a particular field is at least equal to the minimum requirements of the practice on the area in such field as estimated by the farm checker.
- b. Where it is evident that the total amount earned by practices carried out is at least 20 percent in excess of the largest possible soil-building payment for the farm.

C. ACREAGES TO BE ESTIMATED

A careful estimate may be made of all other crops and land uses the exact measurement of which is not specifically required in subsection B above of this section V. With respect to all acreage estimates, it is required that the farm checker and the farm operator agree on the estimate. If such agreement cannot be reached, the farm checker will measure the acreage in question.

D. PREPARATION OF REPORT OF PERFORMANCE BY THE FARM CHECKER

1. Content of Complete Report

A complete report of performance turned in to the county office by the farm checker should consist of the following:

- a. A completed copy of NER-322 or NER-323, whichever is applicable.
- b. A sketch map showing all measurements made.
- c. A map of the farm where such maps are required.
- d. Field notes showing computation of acreages from measurements made and any special data or recommendations relative to determination of performance on each farm.
- e. All other material applicable to the farm which was taken from the county office.

2. Preparation of NER-322 By Farm Checker

a. **Section I. Persons interested in this farm.**—The farm checker will verify the entries made in this section by the county office and will make the necessary additions or corrections. This section should carry a record of the names, addresses, and relationship to the farm of all persons interested in the farm as landlord, tenant, or sharecropper.

b. **Section II. Division of payment.**—The farm checker will enter in columns (A), (B), (C), and (D), opposite each person's name, the percentage share of the tobacco, potato, wheat, and commercial vegetables grown on the farm in 1939, or the proceeds thereof (other than a fixed commodity payment), to which each such person was entitled as of the time of harvest. Enter in column (E) a percentage figure representing each person's contribution to soil-building practices carried out on the farm. The sum of all percentage figures in each column must equal 100.

c. **Section III. Location and description of farm.**—The farm checker will check entries already made in this section by the county office and will make such additional entries or corrections as may be necessary to constitute a complete record and description of all land included in the farm in 1939. Such record will be made in accordance with the specific instructions issued by the State office.

d. **Section IV. Other farms in which persons shown in section I have an interest:**

Column (A).—Enter the names of persons whose names appear in section I, column (A) above, who, as landlord, tenant, or sharecropper, are entitled to share in the crops produced on any other farms or who contribute to the carrying out of soil-building practices on any other farm.

Column (B).—Enter the total number of any other farms in the county on which each such person, as landlord, tenant, or sharecropper, is entitled to share in the crops harvested in 1939, or on which each such person contributes to the carrying out of soil-building practices.

Column (C).—Enter the farm serial number, if available, and, if not, the name of the operator or owner of each such other farm within the county.

Column (D).—Enter the total number of other farms in other counties within the same State in which the person whose name appears in section I, column (A), as landlord, tenant, or share-cropper, is entitled to share in the crops harvested in 1939, or on which each such person contributes to the carrying out of soil-building practices.

Column (E).—Enter the name(s) of the other counties in this same State in which such other farms as are entered in column (D) are located.

(Since the following instructions for columns (F) and (G) will be applicable in only a very few cases and for the most part only to corporations, it is suggested that unless otherwise instructed, the entries for these columns be determined and entered by the county office instead of by the farm checker. The State office will issue special instructions with respect to the procedure to be followed in these cases.)

Column (F).—Enter the number of farms located in other States with respect to which any person shown in section I, column (A), other than an **individual, partnership, or estate**, has filed or will file an application for payment under the 1939 Agricultural Conservation Program, the 1939 Range Conservation Program, or the 1939 Conservation Program for the Insular Region.

Column (G).—Enter the name of the State(s) in which the other farms referred to in column (F) are located.

e. **Section V. Certifications.**—After the farm checker has completed all other sections of the report of performance, he will either read to or have the farm operator or his designated representative read part I, section V. The operator or his representative will date and sign the certification in the spaces provided, for first inspection, or for second or final inspection, as the case may be.

The farm checker will then complete his certification in part 2 of this section V by dating and affixing his signature in the spaces provided, for first inspection, or for second or final inspection, as the case may be.

The completed report of performance should then be forwarded to the county office, together with all other materials constituting a complete report of performance as listed in subsection E, 1, of this section V (Procedure for the Farm Checker), contained in the farm folder.

f. **Section VI. Record of materials purchased.**—This section is designated for use in recording all material purchased or on hand on the farm which the producer used or could have used for carrying out soil-building practices in connection with the 1939 Agricultural Conservation Program. It is believed that the maintenance of such a record from year to year of materials purchased, used, and carried over will be of value. However, inasmuch as such record has not

previously been kept in all counties, the use of this section is optional with the State office. In States where this section is used, the following entries will be made by the farm checker:

"Date."—Record in this column the date materials were purchased as shown on the sales slip of the purchase.

"Kind."—Enter in this column the kinds of all materials, such as "ground limestone," "20% superphosphate," etc., which were or could have been used in carrying out soil-building practices.

"Amount."—Enter in this column the total amount of such materials purchased.

"From whom purchased."—Enter here the name of the person, dealer, or agency from whom such material was purchased or otherwise acquired. If any such material was produced on the farm, this fact should be so indicated in this column.

"Field letter."—Enter here the field letter(s) of the field to which such materials were applied.

"Crop."—Enter here the name of the crop(s) grown in this field in 1939 to which the material was applied.

"Amount applied 1939."—In this column enter the actual amount of the material applied in 1939.

"Amount now on hand."—In the event the producer did not use all the materials purchased, enter in this column the amount he has on hand to carry over for future use.

g. Section VII. Special farm data.—No entries are required to be made in this section.

h. Section VIII. Remarks.—This section may be used by the farm checker to report any unusual circumstances not otherwise provided for in the report of performance, such as:

(1) A report that certain fields should be reinspected after additional practices have been completed that would affect the payment for the farm in 1939; or that changes will be made in crops planted or land use that would affect performance on the farm for 1939.

(2) A report as to whether any changes were made in cropping operations, leasing agreement, or any other scheme or device is being employed by any person, the effect of which is to deprive another of payment to which he normally would be entitled. Any such changes should be noted and fully explained.

(3) If any crop for which payment will be computed is not grown on the farm in 1939, or if, due to crop failure, the acreages of the crops are reduced sufficiently to affect materially the share of any person in the crops, the farm checker will list the field letters, the names and the acreages of the crops not grown, the acreages of crop failures, and the percentage division of such crops if they had been planted and harvested, together with any other applicable information.

i. Section IX. Record of materials furnished as grant of aid.—Entries will be made in columns (C) and (D) of this section as directed by the State office.

j. Section X. 1939 use of land and soil-building practices carried out.—All acreage figures entered in columns (A) and (C) as indicated below refer to field acreages (either fields with permanent

boundaries or subdivisions thereof), as contrasted with acreage figures entered in column (E), which represent **crop** acreages. Such crop acreages in column (E), plus any idle land as entered in column (F), should equal the entry in column (C) or column (A), as the case may be.

Column (A): Estimated acres.—The farm checker will enter in this column the **estimated** acreage of each field or field subdivision, the acreage of which is **not** actually measured.

Column (B): Field letter.—Enter on lines 1 to 22 the field letters (A, B, C, D, or A-1, A-2, A-3, etc.), as assigned to fields on the map of the farm.

Column (C): Measured acres.—The farm checker will enter in this column the **measured** acreage of each field or field subdivision which is actually measured by the farm checker, including fields required to be measured in accordance with section III, subsection B, above. The sum of **columns (A) and (C)** on line 23 will represent the total acreage of cropland on the farm in 1939 as determined by the farm checker.

Column (D). Use of land:

(1) **Description of crops.**—Enter the actual 1939 cropland use, including grain seeded in the fall of 1938 for harvest in 1939. In the case of grain crops grown as nurse crops, this fact should be indicated as part of the description of the crop, showing whether the crop was cut for hay or for grain.

The entries for all crops for which payments or deductions may be computed will be the **planted** acreages of such crops, except that the description of the crop and the acreages to be entered in this section will relate to **harvested** acres of wheat on nonallotment wheat farms, to **harvested** acres of corn for grain on all farms, and to **harvested** acres of tobacco on all farms.

However, in the case of "new tobacco allotment farms" (that is, farms on which tobacco is grown in 1939 for the first time since 1934), the farm checker will, if he finds that the planted acreage was in excess of the harvested acreage, measure the planted acreage of tobacco and enter it as a part of the description of the crop in column (D).

(2) **Crops interplanted in orchards.**—In cases where a soil-depleting crop is interplanted in an orchard, this fact should be indicated by the notation "Int." as part of the description of such crop; the total acreage of all such interplanted crops should be carried down to line 24 (b) (Commercial Orchard Interplanted).

(3) **Multiple cropping.**—In all cases where two or more crops are grown consecutively on the same land, each such crop will be entered separately in column (D), either by using a separate space for each crop or by dividing a single space horizontally, entering the crops, one below the other, in the order in which such crops were planted. If a separate horizontal space is used for each such crop, the farm checker should be particularly careful to show in column (B) the same designating field letter in each space.

Columns (E) and (F): Crop acreage and idle.—The farm checker will determine, either by measurement or by estimate (in accordance with sec. III, subsecs. B and C above), and enter in column (E) the acreage of that portion of the field actually occupied by the crop. Enter in column (F) the difference between the total area of the field as recorded in column (A) or column (C) and the area actually occupied by the crop as shown in column (E).

If two or more crops are grown consecutively on the same land, the acreage of each such crop will be entered in column (E) opposite the name of the crop. In all such cases enter in column (F) only the difference between the acreage of the first planted of such crops and the total area of the field as shown in column (C) or column (A), whichever is applicable. For all except the first planted of such crops make no entry in column (F).

(1) If an allotment crop ¹ is followed on the same land by one or more different allotment crops, the actual acreage of **each such crop** will be entered in column (E) opposite the name of each such crop, and the acreage of all except the first crop will be **circled**.

(2) If an allotment crop is followed on the same land by the same allotment crop, the acreage of the crop will be counted only once. In this event the acreage to be entered in column (E) is the acreage of whichever of such crops is the larger.

(3) If an allotment crop is preceded by or is followed on the same land by a nonallotment crop, the acreage to be entered in column (E) will be the acreage determined for the allotment crop.

(4) If a nonallotment crop is followed on the same land by the same or by a different nonallotment crop, the acreage, to be entered in column (E) will be the acreage of the first of such crops to reach maturity. If neither of such crops reaches maturity, the entry in column (E) will be the acreage of the first planted of such crops.

Totals of columns (E) and (F).—There will be entered on line 23 in column (E) the total of uncircled entries in column (E), lines 1 to 22, inclusive. There will also be entered as a separate entry and **circled** on line 23 in column (E) the total of **circled** entries in column (E), lines 1 to 22, inclusive. Enter on line 23 in column (F) the sum of the entries in column (F) on lines 1 to 22, inclusive.

The sum of the uncircled entries in columns (E) and (F) for each field should in all cases equal the total area of the field as recorded in column (C) or column (A), whichever is applicable. Accordingly, the total of uncircled entries in column (E), plus the total of the entries in column (F) as recorded on line 23, should in all cases be equal to the acreage of total cropland on the farm, represented by the sum of the entries on line 23, columns

¹ An allotment crop as referred to in this paragraph (1) and the following paragraphs (2), (3), and (4) means any crop for which a payment or deduction may be computed, including tobacco, potatoes, wheat, commercial vegetables, and corn for grain.

(A) and (C). The total **circled** entry on line 23 of column (E) should be equal to the sum of circled entries for all fields in column (E) and represents the acreage of allotment crops grown following other allotment crops on the same land.

Orchards.—An orchard will be considered as **interplanted** only if interplanted to crops for which payments or deductions may be computed. All other crops in an orchard will be disregarded and the total area will be classified as orchard.

(1) **Noncommercial orchards.**—Fields occupied by non-commercial orchards **not** interplanted will be entered as such on lines 1 to 22, the same as other cropland uses. If the noncommercial orchard **is** interplanted, the field will be classified as devoted to the interplanted crop, the crop acreage being entered in column (E) and the area devoted to the trees being entered in column (F).

(2) **Line 24: Commercial orchards not interplanted.**—If the commercial orchard is **not** interplanted, the area of the orchard will be entered by the farm checker on line 24 of column (A) if estimated and on line 24 of column (C) if actually measured.

(3) **Line 24: Commercial orchards interplanted.**—Enter on line 24 (a) the total area of the orchard and on line 24 (b) enter the acreage of the interplanted crop or crops as recorded on lines 1 to 22, column (E) of section X. The difference between the total area of the orchard as entered on line 24 (a) and the area of the interplanted crop or crops as entered on line 24 (b) representing the net area of the orchard, will be entered on line 24, column (A), if determined by estimate and on line 24, column (C), if determined by measurement.

Lines 25, 26, 27, 28, and 29:

Column (A).—Entries previously made for these items in column (A) by the county office will be verified by the farm checker and corrected, if necessary, to reflect changes if any, which have occurred since the previous determination. Such corrections will be made by drawing a line through the original entry and entering the correct entry just above. For farms on which previous determinations have not been made enter estimated acreages for each of these items.

Column (B).—Enter on line 25 the letters, if any, designating separate tracts of fenced, open, noncrop pasture. No entries are required for items 26, 27, and 28.

Column (C).—No entries are required in this column.

Line 29, column (A): Total land in farm.—The entry for this item will be the sum of the entries on line 23, column (A); line 23, column (C); line 24, column (A), or column (C) whichever is applicable; plus the entries in column (A) on lines 25 to 28, inclusive.

Report of practices carried out.—Practices carried out on a certain field can in most instances be so listed that the field letter appearing in column (B) will also serve to indicate the field upon which the practice was carried out. In instances where more than one practice was carried out on a given field, enter each practice in a separate space in column (H) and use a bracket to indicate that all such practices were carried out on the same field.

Column (G): Practice No.—Enter the number of the practice listed in State bulletin NER-310 as supplemented which identifies the practice described in column (H).

Column (H): Description of practice and materials used.—Enter a description of the approved practices carried out on each field. In the case of practices involving the application of lime, fertilizer, or grass seeding materials, the description of practices should show the kind, analysis, and total amount of materials applied and also the name of the crop in connection with which such application was made. For example, 9,000 pounds of ground limestone are applied in connection with a legume seeding which is made with a nurse crop of oats which is cut for grain; the description of such practice should contain the following information and might read as follows: "9,000 lbs. of ground limestone, 43% total oxides, 95% through 20-mesh screen, with oats for grain seeded with clover and timothy." Abbreviate if necessary. "Brand" names of lime or other materials may be used if such brand name sufficiently identifies the material and analysis.

In the case of an application of a complete fertilizer with a new seeding with a nurse crop harvested for grain, the description should read: "6,000 lbs. of 4-16-4 oats for grain seeded with clover or timothy."

In any event, where practices are carried out in connection with legume seedings made with grain for a nurse crop, it should be clearly indicated in column (H) whether the nurse crop was harvested for hay or for grain. In recording all material used to carry out a practice, sufficient information should be given to permit the county and State offices to determine readily the analysis, kind, and amount of material used.

Column (I): Grant of aid.—Indicate by check (✓) mark if the materials applied were furnished as grants of aid. If only a portion of the materials applied to a certain field was furnished as grants of aid, a notation will be made in column (H) showing the amount which was furnished as grants of aid.

Column (J): Acres.—Enter the number of acres on which the practice was carried out. For example, if lime were applied to permanent pasture land, there would be entered in column (J) the number of acres of pasture on which the lime was applied. Such acreages will be measured or estimated in accordance with section III, subsections B and C above.

Column (K): Amount earned.—Enter in this column for each practice carried out, as described in column (H) and the acreage of which is recorded in column (J), the amount earned by the practice. This will permit the farm checker to advise the farmer as to whether or not the largest possible soil-building payment for the farm has been earned. The farm checker should be particularly careful, however, to make sure that the farmer understands that

such a determination is only tentative and is subject to the approval of the county committee.

Column (L): Units earned.—No entries by the farm checker are necessary in this column.

3. Preparation of NER-323 by Farm Checker

a. **Section I. Persons interested in this farm.**—The farm checker will verify the entries made by the county office in columns (B), (C), and (D) of this section and will make the necessary additions or corrections. This section should carry a record of the names, addresses, and relationship to the farm of all persons interested in the farm as landlord, tenant, or sharecropper. Enter also in column (A) a percentage figure representing each person's contribution to soil-building practices carried out on the farm. The sum of such percentage figures in this column must equal 100.

If crops are grown on the farm for which a deduction may be computed, the farm checker will also enter in the margin of this section the percentage share of each person in such crops or the proceeds thereof.

b. **Section II. Other farms in which persons shown in section I have an interest:**

Column (A).—Enter the names of persons whose names appear in section I, column (B) above, who, as landlord, tenant, or sharecropper, are entitled to share in the crops produced on any other farm, or who contributed to the carrying out of soil-building practices on any other farm.

Column (B).—Enter the farm serial number if available, and, if not, the name of the operator or owner of such other farms in the county.

Column (C).—Enter in column (C) the name(s) of other counties in which are located farms on which any person whose name appears in column (A), who, as landlord, tenant, or sharecropper, is entitled to share in the crops harvested in 1939, or on which any such person contributed to the carrying out of soil-building practices.

Column (D).—Since the entry for this column will be applicable in only a few cases, and for the most part only to corporations, it is suggested that unless otherwise instructed the entries for this column be determined and entered by the county office instead of by the farm checker. The State office will issue special instructions with respect to the procedure to be followed in such cases.

Enter in column (D) the name(s) of other States in which are located farms with respect to which any person whose name is recorded in column (A), **other than an individual, partnership, or estate**, has filed or will file an application for payment under the 1939 Agricultural Conservation Program, the 1939 Range Conservation Program, or the 1939 Conservation Program for the Insular Region.

c. **Section III. Location and description of farm.**—The farm checker will check entries already made in this section by the county office and will make such additional entries or corrections as may

be necessary to constitute a complete record and description of all land included in the farm in 1939. Such record will be made in accordance with specific instructions issued by the State office.

d. Section IV. Materials furnished as grants of aid—1939.—Entries will be made in columns (C) and (D) of this section only as directed by the State office.

e. Section V. Soil-building payment items.—Entries in this section will be made by the farm checker only in case he finds that the acreages on which the maximum soil-building payment was computed are incorrect.

f. Section VI. Remarks and special farm data.—There should be recorded in this section by the farm checker all pertinent information not reported elsewhere, such as a report that certain fields should be reinspected after additional practices have been completed that would affect the payment for the farm; or that changes will be made in crops planted or land use that will affect performance on the farm in 1939.

This section may also be used for recording any special farm data which may be specifically requested by the State office.

g. Section VII. Utilization of land.—Enter in column (A) of this section, in addition to those printed, a record of 1939 crops and land uses on the farm. Enter in column (B) the 1939 acreages as determined by the farm checker of all 1939 crops and land uses. In the case of grain crops grown as nurse crops, this fact should be indicated, together with a notation as to whether the crop was harvested for hay or for grain. In the case of crops for which a deduction may be computed and interplanted in commercial orchards, indicate this fact by the notation "Int." following the name of the crop. Enter noncommercial orchard on one of the lines 13, 14, or 15. **Circle** any acreages of legumes and grasses seeded with or following a harvested crop in 1939, and **circle** any acreage of green manure crops grown on the same land as other harvested crops.

Line 17. Commercial orchard.—If the orchard is **not** interplanted to crops for which a deduction may be computed, enter the total area of the orchard on line 17 in column (B). If the orchard is interplanted to crops for which a deduction may be computed, enter on line 17 (a) in the space provided in column (A) the total area of commercial orchards on the farm January 1, 1939; and on line 17 (b) in column (A) the total area of the interplanted crops. Enter on line 17 in column (B) the difference between 17 (a) and 17 (b) representing the net area of the orchard.

Line 18: Fenced, open, noncrop pasture.—Enter on this line in column (B) the acreage of fenced, open, noncrop pasture found on the farm in 1939 which will carry at least 1 animal unit for each 5 acres.

Line 19: Woodland pastured.—Enter on this line in column (B) the acreage of all other pasture land not included in the entry on line 18.

Line 20: Woodland not pastured.—Enter on this line in column (B) the total woodland acreage not included in the entry on line 19.

Line 21: Other land.—Enter here the acreage of any other land on the farm not classified as cropland, woodland, or pasture.

Line 22: Total land in farm.—This figure should be the total of the entries on lines 16 to 21, inclusive.

h. Section VIII. Soil-building practices carried out:

Column (A): Practice No.—Enter in this column for each practice carried out on the farm the number of the practice as identified in bulletin NER-310 for the State.

Columns (B) and (C): Description and materials applied.—These columns are divided into separate sections for reporting separately practices carried out by applying lime, superphosphate, seeding, mixed fertilizers, and other practices. Record in column (B) the crop in connection with which the practice is carried out, and in column (C) the kind, analysis, and amount of materials applied.

Column (D): Total—Grant of aid.—Record in this column for each practice, and in total, the amount of material applied which was furnished as grants of aid.

Column (E): For credit—Grant of aid.—Record in this column for each practice, and in total, the amount of materials furnished as grants of aid which were applied to such crop and in sufficient quantities so as to qualify for credit under the practice.

For example: if 10,000 pounds of ground limestone furnished as grants of aid are applied to 20 acres of cropland and the minimum application for credit under the liming practice in accordance with bulletin NER-310 for the State is 1,000 pounds per acre, the entry in column (D) would be "10,000 pounds," and there would be **no entry** in column (E).

If all grant of aid material is applied in accordance with the purposes for which it was furnished and in proper amounts, the entries in columns (D) and (E) will be the same.

Column (F): Acres.—Enter in this column for each practice the number of acres on which the practice was carried out. Make determination of such acreage figures by measurement or estimate in accordance with section III, subsections B and C, of these instructions.

Column (G): Amount earned.—For the purpose of determining whether or not the maximum soil-building payment for the farm has been earned, the amount earned for each and all practices may be recorded in column (G) by the farm checker. However, if this is done, the farm checker should be particularly careful to inform the farmer that such a determination is only **tentative** and is subject to the approval of the county committee.

Column (H): Units earned.—The farm checker will make no entries in this column.

i. Section IX. Certifications.—After the farm checker has completed all other sections of the report of performance, he will either read to or have the farm operator or his representative read the operator's certification in Section IX.

The certification should then be signed by the operator or other person who, representing the operator, assisted the farm checker in

determining performance on the farm. The report should also be properly dated and signed by the farm checker.

j. **Section X. Summary of practices.**—This section is for county office use.

E. REPORTING SOIL-BUILDING PRACTICES

1. **Special evidence.**—Such evidence of soil-building practice carried out as may be specified by supplementary instructions issued by the State office or the county office will be obtained by the farm checker and turned in as a part of his report of performance.

2. **Prior approval.**—With respect to woodland practices, soil-erosion control practices, or other practices to be carried out only after prior approval of the county committee, the farm checker will make a special determination and report as to whether the practices have been carried out in accordance with specifications contained in such prior approval.

3. **Materials furnished by State or Federal agencies.**—Practices carried out with labor or material one-half or more of which is furnished by a State or Federal agency other than the Agricultural Adjustment Administration will be listed in section X of NER-322 or section VIII of NER-323, except that no credit for such practices will be allowed. In this event, a notation will be made by the farm checker indicating the name of the agency and that one-half or more of the labor or materials was furnished by such agency.

If less than one-half of the labor or materials is furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the credit otherwise earned will be allowed. In this event, a notation will be made by the farm checker indicating the name of the agency and that less than one-half of the labor or materials was furnished by such agency.

SECTION IV. COUNTY OFFICE PROCEDURE FOR COMPLETING REPORTS OF PERFORMANCE

A. REVIEW OF DATA REPORTED BY FARM CHECKER

As reports of performance are returned to the county office by farm checkers, all entries will be reviewed by the county office for completeness and accuracy. Entries which are not clear, complete, and accurate should be noted and called to the attention of the farm checker who submitted the report. Where necessary, the report of performance will be returned to the farm checker with sufficient instruction to enable him to explain, complete, or correct questionable or incorrect entries. Errors by the farm checker in the computation of acreages from field measurements may be corrected in the county office, but should in all cases be called to the attention of the farm checker. Such corrections should be made, not by erasing incorrect entries and substituting correct entries therefor, but by drawing a line through the original incorrect entry and placing the correct entry above or beside the original entry. Such corrections should be initiated by the person making them.

Fractions of acres shall be expressed to the nearest tenth of an acre, and fractions in hundredths amounting to 5 or less shall be dropped, while those amounting to more than 5 hundredths shall be

considered as a whole tenth. For example: 6.12 would be 6.1; 6.15 would be 6.1; while 6.16 would become 6.2.

B. PROCEDURE FOR COMPLETING NER-322 BY COUNTY OFFICE

1. Section I of NER-322

The names and addresses of persons reported in this section as interested in the farm and the relationship of each to the farm should be checked to determine that such entries are legible and complete.

2. Section II of NER-322

The data in this section should be checked particularly to determine that the sum of the percentage shares shown in each column equals 100. In the case of farms for which an ACP-95 has been executed, the percentage shares as shown in this section should be checked in order to determine that they agree with the percentage shares as shown on ACP-95.

3. Section III of NER-322

An examination should be made of the data in this section to make sure that the land covered by the report of performance is adequately described and that any other land constituting a part of the farm covered by another report of performance is adequately described and identified.

4. Section IV of NER-322

In connection with entries in column (C) of this section showing the names of operators or owners and serial numbers of other farms in the county in which a person sharing in the payment on this farm has an interest, a record should be maintained in the county office of all persons who are reported as having an interest in two or more farms in the county. Such record should be kept on the regular card index file maintained by the county office. This is necessary in order that arrangements may be made, in accordance with section XVII-C of the regional bulletin (NER-300), to obtain reports of performance on all farms in the county in which a person has an interest.

A similar record will be kept of the number and location of other farms in other counties within this same State as recorded in columns (D) and (E). Such records should be kept currently available for submission to the State office upon request.

The entries to be made in columns (F) and (G) and the record to be kept thereof will be in accordance with instructions issued by the State office.

5. Section V. Certification of NER-322

Check the entries in this section to make sure that the appropriate dates and signatures have been properly recorded.

6. Section VI of NER-322

In the event entries have been made in this section, the data recorded will be of particular value in those countries where a similar

record was kept in 1938. In this event, the record of the kind and amount of materials carried over from 1938, plus the record of the kind and amount of materials purchased in 1939, should be checked to determine that such amounts are at least equal to the amount reported as having been applied in 1939. In all cases, however, the amount reported in this section as having been applied in 1939 should be compared with the amount of materials reported in section X as having been applied in 1939.

7. Section IX of NER-322

Verify the entries in columns (A) and (B) to determine that they are correct and complete. Summarize and enter in columns (C) and (D) the kind and amount of materials furnished as grants of aid and reported to have been applied in section X of NER-322. The following determinations should be made with respect to the entries in this section:

a. **Column (C).**—That the total amount applied is the same as the amount furnished as shown in column (B). If the amount of materials recorded in column (C) as having been applied is greater than the amount shown in column (B) as having been furnished, a further check should be made to determine which figure is correct. If the amount shown in column (C) is less than that shown in column (B), the report should be suspended pending a determination as to the disposition which has been made of the amount of materials furnished but which have not been applied.

b. **Column (D).**—Determine whether the record of materials applied for credit as shown in section X is in accordance with approved instructions with respect to the use of materials furnished as grants of aid. Determine also whether the record of materials applied for credit as shown in column (D) is correct and in accordance with the record of materials applied for credit as shown in section X of the report. If the entry in column (D) as thus determined is less than the entry in column (B) for the same kind of material, the county committee will determine, prior to the preparation of the application for payment, the amount of material not applied for credit which was not used in substantial accordance with the purposes for which such materials were furnished. This amount, as determined by the county committee, will be entered on the blank line just below this section and will be the entry for the application blank with respect to which a double deduction will be made.

8. Section X of NER-322

a. **Record of crops and land uses.**—County offices will carefully review all data recorded in this section by the farm checker. For each entry which has been recorded by the farm checker in column (C) the county office will, from the sketch map and notes turned in by the farm checker, check the acreage as computed by the farm checker. The sum of the uncircled entries in columns (E) and (F) for each field should in all cases equal the total area of the field as recorded in column (C) or column (A), whichever is applicable. Accordingly, the total of uncircled entries in column (E), plus the total of the entries in column (F) as recorded on line 23, should in

all cases be equal to the acreage of total cropland on the farm which will be the sum of the entries on line 23, columns (A) and (C). The total **circled** entry on line 23 of column (E) should be equal to the sum of **circled** entries for all fields in column (E) and represents the acreage of allotment crops grown following other such crops on the same land. If in column (D) the farm checker has shown the acreages of **planted** tobacco all such entries will be totaled by the county office and entered in column (B) of section XI just above the word "tobacco."

b. **Record of soil-building practices.**—The county office will check carefully the description of each approved soil-building practice carried out as reported by the farm checker in column (H). The county office will also carefully check the farm checker's entries in column (K) with respect to the amount of credit in dollars earned for each and all practices carried out. Prior to the preparation of applications for payment, it will also be necessary for the county office to compute and enter in column (L) the number of units of credit earned by each and all soil-building practices carried out. This computation will be made by dividing the entry in column (K) by \$1.50, the result being carried to the nearest tenth of a unit.

9. Section XII of NER-322, Summary of Practices

For convenience in obtaining the total number of units of practices carried out, the number of units of each practice as recorded for each of several fields in column (L), section X, will be recorded in columns (A) to (F), respectively in section XII, inserting the number of each such practice in the column heading. The units thus entered in each column will be added, thus obtaining a total of each practice to be recorded on line 10. All entries on line 10 at the bottom of each column will then be added horizontally, and the total entered in the space provided, making sure that such total of all practices carried out is the same as the total of column (L) of section X.

10. Section XI of NER-322

a. **Column (A): 1939 acreage.**—There will be recorded in this column, as totals for the farm, a summary of all 1939 crops called for in items 1 to 7, inclusive, the entries to be obtained from column (E) of section X.

In case two or more allotment crops are grown consecutively on the same land, the second of which is entered as a **circled figure** in column (E), the acreage of each of these crops will be recorded in this column. For example, if on the farm 5 acres of potatoes are planted on each of 4 fields and the potatoes on 2 fields are followed by commercial vegetables (shown as circled entries in column (E)), the entry on line 3 of column (A) would be "20" acres, and the entry on line 5 would be "10" acres.

If there is double cropping on the same land of a single-allotment crop, such as commercial vegetables followed by commercial vegetables, the acreage of the crop will be counted only once.

Line 1.—Enter here the total acreage of tobacco **harvested** on the farm in 1939.

Line 2.—Enter on this line for **wheat allotment farms only** the total acreage of wheat **planted** on the farm in 1939. Particular care should be exercised to make certain that this acreage is the acreage defined in subsection D, section II of bulletin NER-300, as amended by supplement (1), as the "acreage planted to wheat."

Line 3.—Enter here the acreage of potatoes **planted** on the farm in 1939.

Line 4.—Make no entry on this line.

Line 5.—Enter here the total acreage of commercial vegetables **planted** on the farm in 1939.

Line 6.—Enter here for nonallotment wheat farms only the acreage of wheat **harvested** on the farm in 1939. The harvested acreage recorded on this line should be determined in accordance with subsection B of section X of NER-300 as amended by supplement (1) thereto.

Line 7.—Enter here the total acreage of corn **harvested for grain** on the farm in 1939.

Line 8.—Enter here the total of acreages recorded on lines 1 to 7.

b. Column (F).—Transfer to line 1 the subtotal from line 8 of column (A). Record on lines 2 to 10, inclusive, in this column a summary of the acreages of all other crops and land uses on the farm as shown by field-by-field record in column (E) of section X. The total of cropland uses on line 11 of column (F) should agree with the sum of the circled and uncircled entries as recorded on line 23, column (E), of section X.

c. Columns (C) and (D): Items 1 to 7, inclusive.—All of the entries for these items should again be verified to determine that they represent the approved figures for the farm. However, in case the farm checker has shown on his report that the farming unit operated in 1939 has changed since the original figures were approved for the farm, the entries in columns (C) and (D), items 1 to 7, will be adjusted to correctly reflect the change in farming unit; all such changes, however, will first be made on the listing sheet, NER-313, being sure that none of such changes causes applicable county limits to be exceeded.

In the case of "new tobacco allotment farms"—that is, those farms on which tobacco is produced in 1939 for the first time since 1934—the county office should make sure that the tobacco allotment as recorded on line 1 of column (D) does not exceed the entry, if any, on line 1 of column (B), just above the word "tobacco," representing the **planted** acreage of tobacco. If such planted acreage of tobacco is in excess of the harvested acreage, as recorded on line 1 of column (A), the tobacco allotment shall be corrected so that it will not exceed such planted acreage. This correction will be made by drawing a line through the original entry and inserting the correct entry just above.

d. Column (D): Items 9, 10, and 11.—The entries for these items will again be verified to determine that they reflect the proper acreages for the farm being operated in 1939.

In case the farm checker shows on his report that the farming unit operated in 1939 is not the same unit as was operated in 1938, the

entries in items 9, 10, and 11 will be adjusted to reflect the change in farming unit. In all other cases these items will remain the same as originally determined and accepted.

This section XI properly completed will contain all the acreage, items needed for the preparation of the 1939 application for payment.

C. PROCEDURE FOR COMPLETING NER-323 BY COUNTY OFFICE

1. Section I of NER-323

The names and addresses of persons reported in this section as interested in the farm and the relationship of each to the farm should be checked to determine that such entries are legible and complete.

2. Section II of NER-323

In connection with entries in column (B) of this section showing the names of operators and serial numbers of other farms in the county in which a person sharing in the payment on this farm has an interest, a record should be maintained in the county office of all persons who are reported as having an interest in two or more farms in the county. Such record should be kept on the regular card index file maintained by the county office. This is necessary in order that arrangements may be made, in accordance with section XVII-C of the regional bulletin (NER-300) to obtain reports of performance on all farms in the county in which a person has an interest.

A similar record will be kept of the location of other farms in other counties within the same State as recorded in column (C) of this section. Such records should be kept currently available for submission to the State office upon request. The entries to be made in column (D) and the record to be kept thereof will be in accordance with instructions issued by the State office.

3. Section III of NER-323

An examination should be made of the data in this section to make sure that the land covered by the report of performance is adequately described and that any other land constituting a part of the farm covered by another report of performance is adequately described and identified.

4. Section IV of NER-323

Verify the entries in columns (A) and (B) to determine that they are correct and complete. Summarize and enter in columns (C) and (D) the kind and amount of materials furnished as grants of aid and reported in columns (D) and (E) of section VIII, to have been applied. Then make the following determination with respect to the entries in this section.

a. **Column (C).**—That the total amount applied is the same as the amount furnished as shown in column (B). If the amount of materials recorded in column (C) as having been applied is greater than the amount shown in column (B) as having been furnished, a further check should be made to determine which figure is correct. If the amount shown in column (C) is less than that shown in column (B), the report should be suspended pending a determination as to

the disposition which has been made of the amount of materials furnished but which have not be applied.

b. **Column (D).**—Determine whether the record of materials applied for credit as shown in column (E) of section VIII is in accordance with approved instructions with respect to the use of materials furnished as grants of aid. Determine also whether the record of materials applied for credit as shown in column (D) of section IV agrees with the record of materials applied for credit as shown in column (E) of section VIII. If the entry in column (D) of section IV as thus determined is less than the entry in column (B) for the same kind of material, the county committee will determine, prior to the preparation of the application for payment, the amount of material not applied for credit which was not used in substantial accordance with the purposes for which such materials were furnished. This amount, as determined by the county committee, will be entered in the space just below this section, and will be the entry for the application blank with respect to which a double deduction will be made.

5. Section VII of NER-323

The record of crops and land uses as shown in this section should be checked by the county office, together with the sketch map and notes turned in by the farm checker, to determine whether the acreages required by these instructions to be measured have been measured and whether the acreages computed from the measurements made are correct.

6. Section VIII of NER-323

The county office will check carefully the description of each and all soil-building practices as reported by the farm checker in columns (B) and (C), and also the farm checker's entries in column (G) of the amount of credit in dollars earned for practices carried out. Prior to the preparation of applications for payment, it will also be necessary for the county office to compute and enter in column (H) the number of units of each and all soil-building practices carried out. This computation will be made by dividing the entry in column (H) by \$1.50, the result being carried to the nearest tenth of a unit.

7. Section IX of NER-323

Check the entries in this section to make sure that the appropriate dates and signatures have been properly recorded.

8. Section X of NER-323

This section is for use in summarizing the number of units of each soil-building practice carried out on the farm as recorded in column (H) of section VIII. Record at the top of columns in this section practice numbers of the practices carried out, and below them for totaling the units of the practice carried out. The totals at the bottom of the columns for each of several practices may then be added across for a total of the units of all practices carried out on the farm, making sure that such total is the same as the total of column (H) of section VIII.

D. MATERIALS FURNISHED BY STATE OR FEDERAL AGENCIES

If the report of performance turned in by the farm checker shows that any labor or materials used in carrying out soil-building practices were furnished by any State or Federal agency other than the Agricultural Adjustment Administration, but the record is not sufficiently complete to show the proportion which such labor and materials were of the total labor and materials used in carrying out the practice, this information will be obtained from the agency reported to have furnished such labor or materials. There is no requirement that Form ACP-74, "Report of Soil-Building Practices Carried Out on Farms of Soil Conservation Cooperators," be used as in 1938. This form, however, may, by agreement between the State office and the State Soil Conservation Service coordinator, be used as in 1938 if this is determined to be the best way of providing the necessary information.

Issued June 13, 1939, with the approval of the Administrator of the Agricultural Adjustment Administration.

[SIGNED]

A. W. MANCHESTER,
Director, Northeast Division,
Agricultural Adjustment Administration.

NER-332
UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

YIELD REPORT
FOR CROPS HARVESTED IN 19 39.

ACP Farm Serial No. _____
County _____

Name of Farm _____ Location _____ In _____ (Township)
Name of Owner _____ Address _____
Name of Operator _____ Address _____
Total Land in Farm _____ Acres. Total Cropland _____ Acres.

Commodity	: Acres <u>1/</u> :	Acres <u>1/</u> :	Total	: Basis of Report	: Est. Normal Yield :	Date	: For Office
	: Planted :	Harvested :	Production	:	Farmer's:Checker's:	of Report :	Use Only
Wheat.....	: (1) :	(2) :	(3)	: (4)	: (5) :	(6) :	(7) : (8) : (9) : (10)
Potatoes.....	: :	:		:	:	:	
Tobacco.....	: :	:		:	:	:	
Corn for Grain.....	: :	:		:	:	:	
Corn for Silage.....	: :	:		:	:	:	

1/ Report under Column 1 acres actually planted and under Column 2 acres actually harvested and not the acreage allotment or acres classified.
2/ Give source of information for Column 3 "Total Production" such as "measured", "farm accounts", "thresherman's bill", "bill of sale", "memory", etc.

Notes _____
Reported by _____ (Checker or Committeeman)

71765

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U. S. Department of Agriculture

Issued July , 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

Instructions for State and County Committees for Determining
Eligibility and Completing Documents for Wheat Loans Under
the 1939 Wheat Loan Program

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INTRODUCTION

These instructions are issued in accordance with the provisions of the regulations set forth in CCC-Wheat Form 1 and should be thoroughly understood and followed by each person working with loans. Loans will be available on eligible wheat stored in approved public warehouses. Warehouse loans are loans secured by approved warehouse receipts and loan agreements. The above loans may be made through local lending agencies with the view of such agency selling the note to Commodity Credit Corporation. The loan documents must be complete, accurate, and properly signed to be acceptable and to avoid delay.

Section 1 - Application

Producers desiring to secure a loan on wheat should request the county committee for the county in which the wheat was produced for information and instructions. County committees and their office assistants working on wheat loans must be familiar with the regulations and requirements in CCC-Wheat Form 1, instructions issued by the State committee and the instructions contained herein.

Producers should be informed in regard to methods of shipping wheat to the warehouse, types of warehouse receipts which are acceptable to the Commodity Credit Corporation, the necessary supporting evidence forms or certifications which must be attached to or accompany warehouse receipts to make them acceptable, method of identifying warehouse receipts with related forms, etc. It is suggested that the instructions contained in Section 9 hereof, "Eligible Warehouse Receipts" together with any special instructions as to State requirements be made available to any grain dealer who may be acting as agent for farmers in shipping wheat and securing warehouse receipts for loan purposes. It is further suggested that such grain dealers be interviewed personally where possible and the nature of the loan requirements explained. Local producers and grain dealers should also be furnished with a list of approved sub-Terminal and Terminal warehouses. When the producer is given information in regard to securing warehouse receipts for loan purposes he should also be advised in regard to his eligibility for a loan.

Producers who have secured eligible warehouse receipts and who desire loans should make application to the county committee for the county in which the wheat was produced. The county committee should carefully examine the warehouse receipts and related forms to determine that they are complete and acceptable and issued on eligible wheat.

If the county committee determines that the producer, the grain collateral and the warehouse receipt are eligible for a loan they will collect the certification fee of 1/4 of a cent per bushel (minimum \$1.50) and complete the note and loan agreement for the producer's signature.

Warehouse Loan Data Sheet(39-WL-3), suggested copy attached, may be mimeographed by the county office and be used to record the above information secured in determining producer eligibility and eligibility of the wheat. This form may also be used in checking warehouse receipts and supplementary forms for

completeness, determining amount of the loan, and should give all information necessary to type the loan documents.

Section 2 - Producer Eligibility

As defined in Wheat Form 1, an eligible producer means any person, partnership, association, or corporation producing wheat as landowner, landlord, or tenant, upon whose farm the acreage classified as 1939 wheat acreage under the 1939 Agricultural Conservation Program does not exceed the 1939 wheat acreage allotment established for the farm under such program. If a farm was designated as a nonwheat allotment farm under said program, the wheat produced on the farm will not be eligible collateral for a wheat loan.

The eligibility requirements pertaining to the 1939 wheat acreage apply individually to each farm as determined by the county agricultural conservation committee under the 1939 Agricultural Conservation Program.

Section 3 - Eligible Wheat

Eligible wheat is defined by Wheat Form 1, as wheat of acceptable quality which was produced in 1939, the beneficial title to which is and always has been in the eligible producer. An eligible producer will not be considered to have lost identity of or title to his wheat through the unavoidable commingling of wheat with the wheat of other producers during the process of delivery at the local shipping point. Wheat of acceptable quality shall be of any class grading No. 3 or better or wheat grading No. 4 or No. 5 solely on the factor of test weight, but otherwise grading No. 3 or better, provided that the wheat shall contain not more than 14 percent moisture.

Section 4 - Liens

The county committee will secure from the applicant the name of lienholders having liens on the wheat offered as collateral including any landlord's lien. These names shall be listed on the work sheet. If there are no lienholders the word "None" should be entered.

Prior to the preparation of the note and loan documents, the county committee shall check the list of lienholders supplied, with the county records, to be certain that all existing liens of record in force with respect to the wheat are shown. These records are so maintained that once the method of keeping them is explained to a representative of the county association office by the person in charge he will have no difficulty in quickly ascertaining the existence of any liens of record with respect to wheat offered as collateral for a loan. The person checking the records should make a memorandum of liens so that waivers may be secured. It may be practical for the county committee to arrange with the county recording official for a lien abstract. Wheat Form R provides for the listing of lienholders and their waivers. Wheat Form 1 gives this duty to the producer, however, the county committee may be of service and expedite the approval of the loan.

INTRODUCTION

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Producers who have secured eligible warehouse receipts and who desire loans should make application to the county committee for the county in which the wheat was produced. The county committee should carefully examine the warehouse receipts and related forms to determine that they are complete and acceptable and issued on eligible wheat.

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Prior to the preparation of the note and loan documents, the county committee shall check the list of lienholders supplied, with the county records, to be certain that all existing liens of record in force with respect to the wheat are shown. These records are so maintained that once the method of keeping them is explained to a representative of the county association office by the person in charge he will have no difficulty in quickly ascertaining the existence of any liens of record with respect to wheat offered as collateral for a loan. The person checking the records should make a memorandum of liens so that waivers may be secured. It may be practical for the county committee to arrange with the county recording official for a lien abstract. Wheat Form R provides for the listing of lienholders and their waivers. Wheat Form 1 gives this duty to the producer, however, the county committee may be of service and expedite the approval of the loan.

Section 5 - Loan Rates

Basic loan values on wheat of the designated grades and subclasses stored at approved public warehouses are set out in Wheat Form 1, Supplement 1, and State supplements thereto. The loan rate for warehouse stored wheat will be the rate at the point where the wheat is stored.

Section 6 - Record of Certifications

A summary record of all certifications of Warehouse Loans made by the county committee recommending producers for wheat loans will be maintained on Form 39-WL-4, entitled "County Committee Report of Wheat Loans Certified". This form is to be prepared in triplicate as of the last day of each month, one copy to be retained in the county office and two copies to be sent to the State office during the loan period. The State office shall forward one copy to the office of the Regional Director.

Indicate the State and county code numbers in the space provided in the upper right-hand corner. Indicate the period for which the report is being submitted.

Column (a) - Enter the serial number (without State and county code) and form letter for each loan.

Column (b) - Enter the date of the note.

Column (c) - Enter the producer's name and address.

Column (d) - Enter the letter "D" if the loan is direct with Commodity Credit Corporation and the letter "I" if the loan is made by a lending agency.

Column (e) - Enter the grade and subclass.

Column (f) - NO ENTRY

Column (g) - Enter the number of bushels separately for each grade and subclass in warehouse storage.

Column (h) - Enter the loan rate for each subclass.

Column (i) - Enter the amount of the loan for each subclass.

Columns (j) and (k) have been put in 39-WL-4 in order that the county committee can conveniently compute the county average loan rate received by borrowers in the county.

In the case of loans secured by wheat stored in country warehouses at borrower's usual shipping point, the entry in column (j) will be the same as the entry in column (h) and the entry in column (k) will be the same as the entry in column (i). In the case of elevator loans secured by wheat

stored in terminal or subterminal warehouses the entry in column (j) should be the loan rate that the producer would have received had he stored the same quality wheat at his usual shipping point.

At the close of the 1939 Wheat Loan Program, the county committee will be asked to furnish the State office with figures showing the total number of bushels of wheat under loan and the average loan rate received by producers making loans. This average loan rate will be readily determinable by dividing the total of all entries in column (k) by the total number of bushels (total of column (g)).

The State office will be requested to furnish the Regional office with the average loan value for the State which will be determined by weighting the county rates.

In column (l) the entry should be the market price of the quality of wheat described in column (e) at the producer's regular shipping point on the day the loan is certified.

In column (m) the entry should be the total fee in connection with each loan. For warehouse loans this amount will be the number of bushels shown in column (g) times $1/4$ of a cent.

Form 39-WL-4 should be kept current as loans are certified, preferably in longhand, and at the end of the month it should be typed in triplicate, copies should be mailed as soon as possible after the first of each month.

It should be borne in mind that each county will be requested to break down the total number of bushels under loan by class and grade. It will be most convenient to keep a record of these data currently, setting up a columnar data sheet for all grades of all classes of wheat produced in the county and entering the data when 39-WL-4 is prepared.

Prior to the preparation of 39-WL-4 for the current month, if any errors are discovered in previous reports, a 39-WL-4, entitled "Correction Report" should be prepared. In the body of the Correction Report insert the caption "Canceled" and list data for loans listed in a previous report which were not completed for any reason. Below this listing type a double line and enter caption "Corrections". List all loan data correctly as they should have appeared in previous reports and underline with red the item or items that were incorrectly listed. Correct the county copies of the previous reports and arrive at new corrected totals which will be entered on the respective lines of the "Correction Report" to show totals that should have appeared on the last report. "Total through date of this report" appearing on "Correction Report" should be used in arriving at cumulative total for the current month.

Section 7 - Fiduciaries

State laws pertaining to fiduciaries and their authority differ widely. County committees are therefore advised that all notes and loan agreements (Wheat Form B) used to obtain loans on wheat held by fiduciaries in their fiduciary capacity (executors, administrators, guardians, trustees, receivers, conservators, liquidators, etc.) be prepared as direct loans, designating the Commodity Credit Corporation as payee and submitting the same to the Loan Agency of Reconstruction Finance Corporation serving the area (see Section 1(c), Wheat Form 1). Evidence of authority to act in a fiduciary capacity must be attached to the loan agreement. This will make it possible for the Commodity Credit Corporation to examine each set of loan documents submitted by a fiduciary before the loan is completed.

Section 8 - Fees for Operating Expenses of the Loan Program

The expenses of operating the 1939 Wheat Loan Program will be borne by applicants for loans.

Each applicant for a loan will pay a total fee of one-quarter cent (1/4¢) per bushel for each bushel placed under loan. This total fee, which in no case shall be less than \$1.50, will be paid to the county committee at the time the loan is certified, either in cash or by naming the Treasurer of the County Association as payee on the Letter of Transmittal.

All of the fees collected in connection with warehouse stored wheat shall be retained in the county for county administrative expenses and will be reported in the same manner as any receipts on the proper ACP accounting forms.

Section 9 - Eligible Warehouse Receipts

As defined in Wheat Form 1, an eligible warehouse receipt must meet the following requirements:

- (A) Warehouse.--The receipt must be issued by a public grain warehouse which meets the requirements of Commodity Credit Corporation and which has executed a warehouse agreement with Commodity Credit Corporation. (State and county committees will be furnished with a list of such approved warehouses.)
- (B) Form. The receipt must be insured and negotiable or in form required by statute.
- (C) Date. The receipt must be dated on or prior to the date of the related note.
- (D) Endorsement. The receipt must be endorsed in blank so as to vest title in the holder. If the warehouse receipt is issued to bearer this endorsement is not necessary.
- (E) Liens. Commodity Credit Corporation will not accept warehouse receipts indicating any lien for charges prior to unloading in, or delivery to, the warehouse issuing such receipt. Lien for

storage charges will be recognized by Commodity Credit Corporation only from May 15, 1939, or the date of the warehouse receipt as originally issued whichever is later.

- (F) Information on Receipt. Receipts must set out in their written or printed terms the gross weight or bushels, class and grade, moisture content (except for States indicated in Section 10, Wheat Form 1), degree of smut or garlic, and dockage of the wheat represented thereby. Warehouse receipts in statutory form which do not carry the above information should be accompanied by a certification of the warehouseman setting forth such information.
- (G) Insurance. Receipts must have stamped or printed thereon the word, "Insured" or must have attached to, or included in the receipt, a certificate of the warehouseman containing the statement that the wheat is insured for not less than market value against the hazards of fire, lightning, inherent explosion, windstorm, cyclone and tornado.
- (H) Weight Certificate. Terminal and subterminal warehouse receipts must be accompanied by an original or duplicate original official inbound Weight Certificate properly identified to the wheat covered thereby.
- (I) Inspection Certificate. Terminal and subterminal warehouse receipts must be accompanied by an original or duplicate original official inbound Inspection Certificate properly identified to the wheat covered thereby. Such inspection certificate must be issued by an inspector licensed under the U. S. Grain Standards Act.
- (J) Transit Privileges.
 - (a) Terminal Market. Warehouse receipts issued on wheat delivered by rail to any terminal market must be accompanied by ~~the~~ original paid freight bills duly registered for transit privileges or by a certification either stamped or typewritten on the receipt or attached thereto substantially in the following form:

"The wheat represented hereby was received by rail freight as evidenced by original paid freight bill which has been officially registered for transit and will be held and kept alive, within statutory limitations, for the benefit of the holder hereof.

Warehouseman

- (b) Subterminal Terminal. Warehouse receipts issued on wheat delivered by rail to, and in storage in, subterminal markets must be accompanied by the original paid freight bill duly registered for transit privileges. Such freight bills must show the transit balance of the through freight rate from point of origin to the terminal market. The railroads will indicate such balances on the inbound paid freight bills on a basis of 100 pounds.

Commodity Credit Corporation will accept in lieu of such freight bills a stamped or typewritten certification on or attached to the warehouse receipt substantially in the following Form:

"The wheat represented hereby was received by rail freight as evidenced by original paid freight bill which has been officially registered for transit and will be held and kept alive, within statutory and tariff limitations, for the benefit of the holder hereof. The afore-mentioned original paid freight bill carries notation thereon by the railroad agent showing transit balance, if any, of through rate from point of origin to _____ of
(basic loan terminal market)
_____ cents per 100 pounds.

(Address)

(Warehouseman)

- (K) Identification or Related Forms. All other forms and certifications supporting or relating to a warehouse receipt must be identified in such a manner as to indicate clearly and definitely that they apply to or cover the same wheat as that represented by the warehouse receipt. For example, most inbound terminal and subterminal official weight and inspection certificates carry the railroad initials and car number in which the wheat was received. The warehouseman should therefor enter on the warehouse receipt the railroad initials and car number of the car in which the wheat, covered by the warehouse receipt, was received.

Certifications made by the warehouseman may be identified by entering the warehouse receipt number on the certificate.

Section 10 - Wheat Producer's Note, Loan Agreement, Advice of Loan and Control Cards.

The wheat producer's note and loan agreement, which are parts of Wheat Form B, are to be prepared in the county office. It is not necessary that

the producer sign the note in the county office but it is important that the county office secure the name of the bank or lending agency to whom the producer will sell the note if the loan is not to be a direct loan. Each note and loan agreement is to be assigned a serial number which is to be used in connection with the State and county code number. All 1939 wheat loans will be numbered consecutively as certified, starting with No. 1. The numbers assigned to the Producer's Note and Loan Agreement, Wheat Form B, are to be followed by the letter "B". (Example 32-064-08B).

The Wheat Producer's note and Loan Agreement is printed in triplicate, the original copy when signed by the producer is to be transmitted to the payee, the second copy unsigned is to be filed in the county office and the third copy unsigned is to be retained by the producer.

WHEAT PRODUCER'S NOTE. The name of the State and county and the loan serial number are to be entered in the space provided in the upper right-hand corner of the note. The amount of the loan in dollars must conform to the total amount entered in column (g) of the Loan Agreement. If the loan is made directly by Commodity Credit Corporation, "Commodity Credit Corporation" should be typed in as payee. If the loan is made by a bank or other lending agency the name of the lending agency should be designated as payee. The signature and address of the producer must conform to this typed name and address on the loan agreement and advice of loan. The note must also bear the signature of a witness and be dated when signed by the producer.

LOAN AGREEMENT. The producer's name and his address should be typed under the heading "Loan Agreement." The amount of the loan, date of note and the payee entered under this heading must conform with the note.

- (A) Section 1 of the Loan Agreement contains a schedule for the warehouse receipts submitted as collateral.

On the line above the schedule type the name and address of warehouse. All warehouse receipts listed in this schedule must be issued on wheat stored in the same warehouse.

Column (a). Date of warehouse receipt.

Column (b). Warehouse receipt number.

Column (c). Class and grade. The entries for this column will be secured from the warehouse receipt or attached certification.

Column (d). Degree of smut or garlic.

Column (e). NO ENTRY

Column (f). Net bushels. The entry for this column will be

secured from the warehouse receipt and should be the net bushels covered by the receipt excluding dockage.

Column (g). Loan value per bushel. This entry will be determined by the county committee in accordance with the rate schedule in 1939 CCC Wheat Form 1. - Supplement 1, and State supplements thereto.

Column (h). Amount. The entry for this column will be computed by multiplying the entry in Column (f) by the entry in Column (g).

- (B) Section 2(a) provides space for indicating whether the producer is a landlord, landowner or tenant.
- (C) Section 8 provides for the signature of the producer and the signature and address of the witness. Signatures and authorizations should be in accordance with Form ACP-16, "Instructions on Signatures and Authorizations," issued by the Agricultural Adjustment Administration October 1, 1936. The producer's signature must be identical with his signature on the note and his name as typed on the loan agreement.
- (D) Section 9 provides for the listing of the names of lienholders, if any, including landlords, and their waivers. The names and signatures in this section will be the same as recorded on the liens. If there are no lienholders, enter the word "None." Separate waiver may be attached on 1939 CCC Wheat Form AB.
- (E) Section 10 provides for the certification by a member of the county committee for and on behalf of the county committee. After the preparation of Wheat Form B and the Letter of Transmittal they should be carefully reviewed to be sure that all entries made by the county committee are complete and correct.

The warehouse receipts submitted as collateral should also be carefully reviewed by the county committee prior to the certification of the loan to ascertain that they are in acceptable form and are accompanied by all necessary supporting forms and certifications.

The date of certification on the Wheat Form B should be on or after the date of the note.

Advice of Loan. The Advice of Loan must be completed, detached, and mailed to the Commodity Credit Corporation, Washington, D. C. immediately upon the acceptance of a loan by the lending agency and may as a matter of convenience be completed in the county office. The name of the State and county where the wheat is stored should be typed in the space provided immediately under the words "Advice of Loan."

Enter in the space provided in the schedule, the producer's name and address (city, county, and State) which should be the same as that given immediately below the title on the loan agreement, the date of the note as indicated in the upper right-hand corner of the note, the net number of bushels of wheat which should be the same as the total in column (f) in the schedule in Section 1 of the loan agreement, and the amount of the loan which should be the same as that entered in the note and as the total in column (h) of the schedule in Section 1 of the loan agreement. Also tupe in the space provided the name and address of the warehouse and the lending agency.

Control Cards. At the time of preparation of the loan papers in the county office, three copies of control card should be prepared for each loan, giving all information available at this time.

Give all data for a single loan on the card so that the one card will serve as a record for the entire loan. Care should be taken to enter the data exactly as it appears in the loan documents. Two copies of the control card will be forwarded to the State office along with the monthly report submitted on Wheat Loan 4. After checking the control cards in the State office, a copy will be forwarded to the office of the Reconstruction Finance Corporation, serving the area, and one copy will be retained in the State office. The county office will retain the third copy in order to maintain a record of the loan.

Section 11 - Transmittal of Loan Documents

The Wheat Form B and the warehouse receipts and supplemental forms to the warehouse receipt where needed, should be submitted to the payee together with a Letter of Transmittal. If the producer's note is made direct to the Commodity Credit Corporation as payee, 1939 CCC Wheat Form C (Producer's Letter of Transmittal) must be used and the loan documents submitted to the Reconstruction Finance Corporation agency serving the area. If the loan is to be made by a bank or other lending agency the loan documents should be submitted to such agency with 39-WL-5 (Producer's Letter of Transmittal to Local Lending Agency) attached. In all cases of warehouse loans made by a bank or other lending agency, a copy of the Advice of Loan should be transmitted to the warehouseman issuing the receipt.

Letters of Transmittal are for the purpose of identifying the person transmitting note and loan agreement and to advise the lending agency to whom the proceeds of the loan should be paid.

NER-333

WHEAT LOAN DATA SHEET
for
Warehouse Storage Loans

State _____
County _____
Loan _____
Serial No. _____

(Landlord
(Landowner
(Tenant

Name and Address (Landowne)

arm No.	Allotment	Planted	Yield	Share of Crop	%
---------	-----------	---------	-------	---------------	---

andlord's Name and Address

ist of Lienholders

ame and

ddress

ending Agency

U.F.C. Office Serving Area

Warehouse Receipt Check Chart

Warehouse:Eligible	Insurance:	Weight:	Inspection:	Protein :	Clear :	Car Initial
Receipt :Wheat and: Certifi-		Cert.	tion :		of :	and
Number : Receipt :	cate :	Cert.	Cert.	Cert. :	Lien\$:	Number
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:

Schedule of Warehouse Receipts

	(a)	(b)	(c)	(d)	(e)	(f)
Name of Warehouse						
Address						
Name of Railroad, if country point						
Total						\$

Approved for Loan

For County Committee.

United States Department of Agriculture
Agricultural Adjustment Administration

COUNTY COMMITTEE REPORT OF WHEAT LOANS
CERTIFIED

(State and County Code)

Period		to		19		State		County	
Serial Number and Letter (a)	Date of Loan	Producer's Name and Address	D or I (d)	Class or Grade (c)	Total Bushels: Warehouse: Farm: (g)	Actual: Amount of Loan: (h)	Farm: Storage: Rate: (i)	Local: Market: (j)	Service Fee: (k)
(Printed form will have 13 lines)									
Total this report									
Carried forward from									
Previous Report									
Total through date of									
This Report									
Authorized members of									
above loans on 1939 CCC Wheat Form A or B.									
County Agricultural Conservation Committee have certified the									
(Chairman									
(Secretary									

44-533

(This form is to be used only where a lending agency is named as the payee in the note on 1939 CCC Wheat Form B. A duplicate should be retained by the producer as his receipt.)

PRODUCER'S LETTER OF TRANSMITTAL TO
LENDING AGENCY

Lending Agency

_____, 193_

Address

Gentlemen:

The undersigned producer tenders herewith for loan (its note in
(his
the amount of \$ _____ dated _____ secured by wheat.

You are requested to make funds available in the following manner:

(Signature of Producer)

By

(For Corporate Signature Only)

(Post Office Address of Producer)

WITNESS:

(For Use Only if Producer Signs by Mark)

State and county committees will mimeograph this form as needed.

Forms to be prepared in County Office:

- 39-WL-3 - Wheat Loan Data Sheet
- CCC Wheat Form B - Wheat Producer's Note and Loan Agreement
- CCC Wheat Form C - Producer's Letter of Transmittal
- 39-WL-4 - County Committee Report of Wheat
 Loans Certified
- CCC Wheat Control - B
- 39-WL-5 - Producer's Letter of Transmittal to Local
 Lending Agency (Used only when loan is made
 by local lending agency)
- 1939-CCC Wheat Form AB - Wheat Lien Waiver.

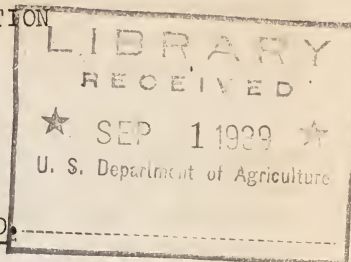
Issued August 17, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Northeast Division

1940 Wheat Crop Insurance Program

COUNTY OFFICE PROCEDURE FOR THE
PREPARATION OF FORM ACP-100, REVISED.



"Request and Agreement for Advance for
Payment of Crop Insurance Premium"

SECTION I. Form ACP-100, Revised.

Form ACP-100, Revised, is for use in obtaining payment of Federal Crop Insurance premiums by means of an advance of funds from payments earned or to be earned by participation in any of the programs administered by the Agricultural Adjustment Administration. It is also an agreement, by the person requesting the advance, to participate in the 1940 Agricultural Conservation Program.

SECTION II. Eligibility.

A. Any person requesting an advance must have filed an application(s) for crop insurance with the County Agricultural Conservation Committee.

B. Before granting approval of any ACP-100, Revised, the county committee must be reasonably certain:

1. That any person requesting an advance is eligible to participate in the 1940 Agricultural Conservation Program; and
2. That the payments, which the person requesting the advance can reasonably be expected to receive by participating in the 1940 Agricultural Conservation Program, will be sufficient to pay all of the person's indebtedness, if any, to the United States Government appearing on the County Register of Indebtedness, Form C-1110, or other form provided by the State office, including the amount of the advance requested on ACP-100, Revised. The amount earned from participation in the 1939 Agricultural Conservation Program on the farm or similar farms may be used as a criterion to determine the amount that a farm will receive for participating in the 1940 Agricultural Conservation Program.

SECTION III. Preparation of ACP-100, Revised.

A. Form ACP-100, Revised, will be prepared in quadruplicate. The original (white) and one copy (green) will be forwarded to the State

office with the transmittal of the corresponding application(s) for Wheat Crop Insurance, Form FCI-12-Wheat 1940, one copy (salmon) will be filed in the county office, and one copy (yellow) retained by the applicant.

B. Enter in the space provided therefor, in the upper right-hand corner, the State and county code and the crop insurance application number(s) for the application(s) with respect to which the advance is requested. This entry will be made at the time the corresponding FCI-12(s) is entered on the transmittal sheet, FCI-15.

C. Print or type the name of the applicant in the space provided therefor in Section I.

D. The signature of the applicant in Section I shall be affixed in accordance with instructions contained in ACP-16, "Instructions on Signatures and Authorization". (Any authorizations requested by county committees for persons signing in a representative or fiduciary capacity shall not be transmitted to the State office but may either be returned to the applicant or retained in the county files).

E. Section II, "Certification by the County Committee", will be signed by one member of the county committee for and in behalf of the county committee. The date when such county committeeman signs Section II will be entered in the space provided therefor, and must not be a date earlier than the date appearing in Section II of the application, (FCI-12).

SECTION IV. County office record of Form ACP-100, Revised.

The county office copies of all Forms ACP-100, Revised, will be filed together in such a manner that they will be segregated from all other forms and will be readily accessible for reference and so that, in accordance with instructions to be issued later, they may become a part of the County Register of Indebtedness.

SECTION V. Transmittal of ACP-100, Revised, to the State Office.

The original (white) and one copy (green) will be transmitted to the State office with the transmittal of the corresponding "Applications for Wheat Crop Insurance", Form FCI-12-Wheat 1940. In accordance with instruction for preparation and transmittal of Form FCI-15 contained in Section IV of FCI-11, enter in column 6 of all copies of Form FCI-15 the amount (dollars and cents) of the requested advance. This amount will be taken from paragraph 13, item G. of Form FCI-12. The crop insurance application number(s) appearing on ACP-100, Revised, must correspond with the crop insurance application number(s) appearing on the Form FCI-15-Wheat 1940 for the applications with respect to which the advance is requested.

SECTION VI. Amount of the Advance.

The amount of the advance will not be entered by the county office on the ACP-100, Revised, at this time. At a later date the county office will be required to transmit to the State office a report of the seeded acres, (FCI-19-Wheat 1940, Notice of Seeding) as provided for in Section 52 of the Regulations. Upon receipt of the "Notice of Seeding", FCI-19-Wheat 1940 by the State office, the correct amount of the advance will be determined and entered on the copies of ACP-100, Revised, in the State office. Thereafter, the State office will notify the county office of the correct amount of the advance, and the county office will enter the amount on the county office copy of the ACP-100, Revised. The county office will notify the applicant of the amount of the advance if it differs from the amount of the premium as originally computed in paragraph 13 of the application (FCI-12).

THE HISTORY OF THE UNITED STATES

The history of the United States is a story of growth and development. It begins with the first settlers who came to the continent in search of a new life. They found a land of vast resources and a people who were determined to build a new nation. The story of the United States is a story of the struggle for freedom and the pursuit of the American dream. It is a story of the men and women who have shaped the course of the nation and the values that have guided them. The history of the United States is a story of the triumph of the human spirit and the power of the American people.





